



GERALD J. AND DOROTHY R.

Friedman School of
Nutrition Science and Policy

Policies and Procedures Handbook for Students in Academic Programs

**2019-2020
Academic Year**

August 2019

Purpose of the Policies and Procedures Handbook

This Handbook provides all students at the Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy (the Friedman School) with the rules and regulations that apply between their first registration as a matriculated student in the Friedman School and the receipt of a master's or doctoral degree. It describes the procedures, requirements, expectations, and recommended timing for completion of the master's and doctoral degrees, and the consequences of non-compliance.

The student is responsible for knowing and complying with these procedures. An acknowledgment of this responsibility follows this page and must be signed and submitted to the Friedman School Office of Student Affairs at Orientation before registration as a matriculated student into a Friedman School degree program.

Policies and procedures governing degree programs are changed periodically. The policies that apply at the time of the student's first registration in a degree program will be the policies that the student must follow. When a student who has received a master's degree from the Friedman School is admitted to the doctoral program, or when a student who has withdrawn from a program is readmitted, s/he will follow the policies and procedures that are in effect at the time of first registration following the new admission.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 their first registration after the Leave of Absence.

The Friedman School reaffirms its commitment to inclusion and diversity. We believe that the diversity of student experiences and perspectives is essential to the deepening of knowledge. We consider it part of our responsibility to address the learning needs of all students. We will strive to expose and present materials to students that are respectful of diversity: race, color, ethnicity, gender, age, disability, religious beliefs, political preference, sexual orientation, gender identity, socioeconomic status, citizenship, language, or national origin among other personal characteristics.

Acknowledgment of Receipt of the Policies and Procedures Handbook

I acknowledge that I have received at Tufts University the Friedman School of Nutrition Science and Policy's 2019-2020 Policies and Procedures Handbook, revised August 2019. I acknowledge that I am responsible for knowing, understanding, and following the policies and procedures governing the degree programs of the School.

Signature of the Student: _____

Student's Printed Name: _____

PLEASE SUBMIT THIS FORM BEFORE THE END OF ORIENTATION TO:

FRIEDMAN SCHOOL OFFICE OF STUDENT AFFAIRS
150 HARRISON AVENUE, JAHARIS ROOM 123
BOSTON CAMPUS

Friedman School of Nutrition Science and Policy Standards of Academic and Professional Conduct

As a Friedman School student, you are embarking on a career in a profession 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 School and Tufts University community.

Students are expected to avoid activities, both on and off campus, 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 for any examination 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 Standards of Academic and Professional Conduct 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 Academic Dean or his/her designee, will be taken in accordance with the procedures outlined in the Policies and Procedures Handbook. In addition, formal action may be taken by the Curriculum and Degrees Committee.

FRIEDMAN SCHOOL STUDENT HONOR CODE

By signing and returning the acknowledgement of receipt of the Policies 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 to the Friedman Standards of Academic and Professional Conduct; consult with the Academic Dean, Assistant Dean of Student Affairs, or a member of the Curriculum and Degrees Committee regarding your observations.

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 or the Assistant Dean of Student Affairs.

TABLE OF CONTENTS

Purpose of the Policies and Procedures Handbook	i
Acknowledgment of Receipt of the Policies and Procedures Handbook	ii
Standards of Academic and Professional Conduct	iii
I. Policies and Procedures Relevant to All Students	1
A. Registration	1
1. First Registration for New Students	1
2. Registration for Continuing Students	1
3. Limitations on Total Semester Hour Units Per Semester	2
4. Cross-Registration at Other Tufts Schools and at Other Universities	2
5. Registration for Doctoral Students Who Have Completed Their Coursework	3
6. Registration for Thesis Only	3
7. Registration Deadlines and Penalties	3
8. Registration for Alumni	3
B. Procedures Relating to Course Requirements and Semester Hour Units	4
1. Semester Hour Units	4
2. Grading	4
3. Transfer of Courses Previously Taken	5
4. Exemption from Required Courses	6
a. Exemption Based Upon Coursework Completed at Other Universities	6
b. Exemption by Examination	6
c. Exemption from Requirements Due to Professional Competence	6
5. Semester Hour Units for Undergraduate Courses	7
6. Dropping and Adding Courses	7
7. Withdrawal from Courses	7
8. Taking Courses on a Satisfactory/Unsatisfactory Grading Basis	7
9. Requesting a Grade of Incomplete	8
10. Auditing Courses	8
11. Directed Study Courses	8
a. Authorized Faculty	9
b. Directed Study Course Proposal Form	9
c. Grading of Directed Study Courses	9
12. Internships	10
13. Requirements for the Completion of Internships	11
C. Tuition, Fees, and Refund Policies	11
1. Tuition and Fee Structure	11
2. Tuition Refund Policy	12
3. Medical Leave of Absence	13
4. Academic Dismissal	13
5. Financial Aid in the Case of Withdrawal	13
D. Academic Standing	13
1. Grade Point Average	13
2. Maintaining Grade Point Average	13
E. Satisfactory Academic Progress (SAP)	14
1. Maintaining Satisfactory Academic Progress	14

2. Financial Aid Warning.....	14
3. Appeal for Reinstatement of Financial Aid Eligibility	15
4. Financial Aid Probation	15
5. Academic Plan	15
F. Academic Integrity.....	16
G. Enrollment Status.....	16
1. Full-Time, Half-Time, and Less than Half-Time Study	16
2. Loan Deferment.....	17
H. International Travel Policy for Students	17
I. Leaves of Absence	18
J. Sick Leave and Parental Leave	18
1. Sick Leave	18
2. Parental Leave	18
K. Teaching Assistantships.....	18
L. Academic Advising	19
1. Roles and Responsibilities of the Academic Advisor.....	19
2. Changing an Academic Advisor	19
M. Cancellation of Classes.....	20
N. Withdrawal from the University	20
II. Degree Requirements: Master’s Degree	20
A. Master’s Degree Programs at the Friedman School	20
B. Master’s Degree Course Requirements	21
1. Minimum Semester Hour Units for Master’s Degree	21
2. Specialization Requirements	21
3. Internship Requirements.....	21
4. Training in Ethical Treatment of Human Subjects (CITI)	21
5. Other Program-Specific Requirements	22
C. Specializations	22
D. Transfer to a Different Academic Program Within the School.....	23
E. Semester Hour Units for Summer Courses	23
F. Timetable for Completion of the Master’s Degree	23
1. Readmission to the Master’s Program	24
G. Entering the Doctoral Program from the Master’s Degree Program	24
1. Applicant with Master’s Degree Outside of the Friedman School.....	24
2. Applicant with Master’s Degree from the Friedman School.....	24
H. Cost of the Master’s and PhD Degrees	24
1. Tuition Remission for Tufts University Employees.....	25
I. Deadlines and Procedures for Awarding of Master’s Degrees at Tufts University.....	26
1. Preparing for Graduation and Board of Trustees Deadlines.....	26
2. Requirements for Graduation	26
III. Degree Requirements: PhD	27
A. Summary of the Requirements for the PhD Degree	27
1. Detailed Action and Timing to Complete Fulfillment of PhD Degree Requirements	28-30
B. Graphic Overview for Completion of Doctoral Program.....	31
1. Timing of the PhD Degree	32
C. Readmission to the PhD Degree Program.....	32

D. Individualized Development Plans (myIDP)	32
1. Annual Progress Report (APR)	32
E. The Qualifying Examination for Entrance into PhD Candidacy	33
1. Purpose of the Examination	33
2. Timing of the Examination	33
3. Topic Areas for the Qualifying Examination.....	33
4. The Examining Committee	34
5. Scheduling the Examination	34
6. The Format of the Examination.....	34
a. Examination Overview	34
b. Written Research Proposal Component	35-41
c. Oral Qualifying Examination.....	41
7. Preparation for the Oral Qualifying Examination	41
8. Defense of the Research Proposal Component of Qualifying Examination	42
9. Qualifying Examination Outcomes.....	42
F. The Doctoral Thesis	42
1. The Thesis Chair.....	43
a. Roles and Responsibilities of the Thesis Chair	43
b. Changing the Thesis Chair	44
2. The Thesis Committee.....	44
a. Roles and Responsibilities of the Thesis Committee	44
b. Composition of the Thesis Committee.....	45
c. Doctoral Compact Between Doctoral Candidates and Thesis Committee	45
d. Changing Thesis Committee Membership	45
e. The Thesis Committee Meeting	46
f. Authorship of Papers Arising out of Student Theses	46
g. Special Rules Governing Students Conducting Research Outside Boston	47
3. The Thesis Proposal Process.....	47-49
a. Thesis Letter of Intent, Provisional Approval of the Thesis Letter of Intent and Appointment of the Thesis Committee, Statement of Independent Intellectual Contribution, Statement of Preparedness for Doctoral Research and Preliminary Review of the Proposal	
b. Thesis Proposal Defense.....	50
c. Content and Format of the Thesis Proposal.....	50
d. Proposal Presentation and Approval	52
4. The Final Written Thesis.....	53
a. Content and Organization	53
b. Style and Documentation.....	54
5. Final Reading and Public Defense of the Thesis for Degree Conferral	55
a. Scheduling and Deadlines	55
b. The Format of the Defense	56
IV. Deadlines and Procedures for Awarding of Doctoral Degrees at Tufts	57
A. Preparing for Graduation and Associated Deadlines.....	57
B. Requirements for Graduation	58

APPENDICES

Appendix 1: Authorship Guideline Relating to Manuscripts Involving Friedman Students.....	59
Appendix 2: Grievance Policies and Procedures.....	61
Appendix 3: Satisfactory Academic Progress.....	67
Appendix 4: Information Technology Responsible Use Policy	70
Appendix 5: Tufts University Americans with Disabilities Act/Section 504 Policy	70
Appendix 6: Tufts University Non-Discrimination Policy	71
Appendix 7: Sexual Harassment Policy	71
Appendix 8: Sexual Assault Policy.....	71
Appendix 9: Health Insurance and Immunization Requirements.....	72
Appendix 10: Family Education Rights and Privacy Act (FERPA)	72
Appendix 11: Rights and Responsibilities with Respect to Intellectual Property.....	74
Appendix 12: Forms for the Friedman School that Require Approval	75
Appendix 13: Starting a New Student Organization	76
Appendix 14: Alcohol Event Policy for Student Organizations	77
Appendix 15: Tufts Email Accounts and E-List Policies.....	77
Appendix 16: Code of Conduct Involving Interactions with Minors.....	78
Appendix 17: Threat Assessment Policy and Resources.....	78
Appendix 18: Doctoral Qualifying Examination Performance Assessment Rubric	78
Appendix 19: Combined Degree Programs and Degree Requirement Worksheets for Degree Programs and Areas of Specialization.....	81

I. Policies and Procedures Relevant to All Students

I A. Registration

I A 1. First Registration for New Students

The Friedman School's Orientation for incoming fall semester students is scheduled for the week before the start of fall semester classes and Orientation for incoming spring semester students is a few days prior to the start of spring semester classes. New students register online during the week of Orientation. In addition, there may be preparatory courses at this time, or during the summer, that all incoming students must complete. All new students are required to attend Orientation. The exception to this rule are the students matriculating in the Master of Nutrition Science and Policy (MNSP) program. A few weeks prior to the start of the fall semester, MNSP students will have an initial Orientation as a live online session. The remainder of the Orientation will take place at the residency that MNSP students are required to attend at approximately three weeks into the semester. MNSP students will receive information via email about registering for their courses prior to the semester's first day of classes.

It is the responsibility of incoming students to contact their Academic Advisors to schedule a planning meeting. This meeting should occur no later than two working days prior to the start of classes. There is a late registration fee if registration is not completed by the semester's Add deadline as noted on the Friedman School's Academic Calendar. If the student's Academic Advisor is unavailable during the Orientation period, and if the student has been unable to meet with his/her Advisor prior to Orientation, the student should contact the Office of Student Affairs to schedule a meeting with an alternate faculty member.

The purposes of the planning meeting with the Academic Advisor are as follows:

1. To review their Degree Requirement Worksheet and create a formal course plan with the assistance of the Academic Advisor (two years for MS students, four or more semesters for MNSP students, and this varies for PhD students depending on the student's previous preparation, the nature of the doctoral research, and expressed interests). The student and the Academic Advisor should keep a copy of this plan for future reference. The course plan is subject to ongoing reevaluation and revision;
2. To sign the Acknowledgment of Receipt of the Policies and Procedures Handbook, if this has not been done yet;
3. To discuss course registration for the upcoming semester. Students should refer to the Friedman Academic Calendar for registration dates.

I A 2. Registration for Continuing Students

Timing for the online Registration Period for the following semester's courses is noted on Friedman's Academic Calendar. Friedman's course offerings are featured on Tufts University's Student Information System (SIS) where students officially enroll in their courses at go.tufts.edu/sis and is also featured in the Friedman School's online course catalog (nutrition.tufts.edu/academics/courses). During each semester, students must meet or speak with their Academic Advisor to determine which courses that they wish to take in the following semester. Students are encouraged to do this as early as possible, but in any case, the meeting must occur before the end of the Registration Period. During the meeting with the Academic Advisor, the student and Advisor will choose the courses to enroll in the next semester and will update the Degree Requirement Worksheet and course plan. The student and Advisor should maintain copies of these documents for their files; the completed Degree Requirement Worksheet will need to be reviewed and signed by the student's Academic Advisor and Division Chair or Program Director and submitted to Friedman's Registrar during Graduation Checkout in their last semester.

I A 3. Limitations on Total Semester Hour Units Per Semester

Students may register for no more than 21 semester hour units in a semester. Students wishing to take more than 21 semester hour units in a semester must petition the Academic Dean.

I A 4. Cross-Registration at Other Tufts Schools and at Other Universities

In addition to courses offered at the Friedman School, students may cross-register in graduate-level courses offered at other Tufts University schools via SIS (go.tufts.edu/sis). Students may also cross-register at the Boston Consortium Schools (Boston University, Brandeis University, and Boston College) via a Cross-Registration Petition form (<https://nutrition.tufts.edu/students/registrar/cross-registration>), as well as at the Harvard School of Public Health via their online cross-registration portal (the Friedman School's cross-registration partnership is only with the Harvard School of Public Health and no other schools at Harvard). In rare cases, an additional fee may be charged by the school offering the course; the student is responsible for this cost. To cross-register for courses outside the Friedman School, a student must complete the cross-registration process (<https://nutrition.tufts.edu/students/registrar/cross-registration>) and secure the approval of the instructor of the course for cross-registration and the Registrar at the Host School where the course is offered. A student is not considered to be officially enrolled in the cross-registered course unless the completed Cross-Registration Petition with all required approvals is submitted to Friedman's Registrar for final enrollment processing via SIS by the Friedman School's Add deadline for the semester as noted in Friedman's Academic Calendar.

Students enrolled in any Friedman School master's degree program may apply no more than twelve semester hour units of cross-registered coursework from other academic institutions outside of Tufts University (i.e., Boston Consortium Schools and Harvard School of Public Health) toward the fulfillment of their degree requirements at the Friedman School. Cross-registered courses taken at other Tufts University schools are not included in this 12 semester hour units limit. Limits on cross-registration semester hour units do not apply to students enrolled in the Doctoral program. Some cross-registration partners (e.g., The Fletcher School and Boston Consortium Schools) limit cross-registration to one course per semester; they also have the right to give priority to their own students in classes with limited enrollment.

Friedman students cannot cross-register during the summer semester except for courses offered by Tufts University School of Medicine's Public Health and Professional Degree Programs.

PLEASE NOTE: The academic calendar, semester start and end dates of courses, final examinations period, and final grades posting deadlines at other non-Tufts schools and at other Tufts University schools are frequently different than the Friedman School's Academic Calendar and associated academic dates and deadlines. It is the responsibility of the student to obtain this information from the cross-registration partners (i.e., Boston Consortium Schools, Harvard School of Public Health, and other Tufts schools) and adhere to these School's dates and deadlines. Questions regarding the cross-registration process should be directed to the Office of Student Affairs.

Students in their last semester that are candidates for graduation should make sure that they will receive their final official cross-registered course grade(s) by the Friedman School's final grades posting deadline as noted on Friedman's Academic Calendar. If the final grade will not be received by the Friedman deadline, the student will not be approved to graduate (candidates for graduation may not have any missing grades on their final transcript). As a result, if a student's graduation is delayed by a semester, they will be billed any applicable continuing student tuition and associated semester fees for the additional semester. Options for cross-registering in courses at institutions other than Friedman's cross-registration partners listed above may be available upon petition by the student to the Academic Dean. This is on a case-by-case basis and may involve an additional cost to the student.

I A 5. Registration for Doctoral Students Who Have Completed Their Coursework

Doctoral students who have completed their coursework and have not yet had a Thesis Committee formally appointed because they are preparing for the Qualifying Examination or developing their Thesis Letter of Intent must enroll via SIS (go.tufts.edu/sis) in the course, NUTR 399: Doctoral Candidacy Preparation, during the online Registration Period as noted on Friedman's Academic Calendar (late registration penalties apply).

Students who have completed their tuition requirements are considered Continuing Students and pay continuing student tuition and semester fees each semester. These amounts are posted on the Friedman School's website (nutrition.tufts.edu/admissions/tuition-expenses-financial-aid).

Doctoral students that have not completed their tuition obligation to the Friedman School after their coursework is completed will be charged tuition and any associated semester fees accordingly.

I A 6. Registration for Thesis Only

Doctoral students who have completed coursework and are working on their theses must enroll via SIS (go.tufts.edu/sis) in the course, NUTR 403: PhD Thesis Only, during the online Registration Period as noted on Friedman's Academic Calendar (late registration penalties apply). Students who have completed their tuition requirement and are working on their thesis pay continuing student tuition and semester's fees each semester they continue at the Friedman School. The amount is posted on the Friedman School's website (nutrition.tufts.edu/admissions/tuition-expenses-financial-aid).

I A 7. Registration Deadlines and Penalties

Incoming students must register online via SIS (go.tufts.edu/sis) during Orientation for the upcoming semester and continuing students must register during the semester's Registration Period noted on Friedman's Academic Calendar; late registration penalties apply. After each semester's online Registration Period ends, a student may make changes to their course registration via SIS (go.tufts.edu/sis) without penalty during Friedman's Add/Drop period as noted on Friedman's Academic Calendar.

I A 8. Registration for Alumni

Alumni are allowed to take one course (a maximum of three semester hour units) for free at the Friedman School per semester on a space available basis and must register as a Special Student – Alumni with the Office of Student Affairs. Alumni who wish to take one course for free in the MNSP program must also attend the mandatory residency at the Friedman School for the MNSP course. Students must have the appropriate prerequisites for a course or may register with instructor consent. Alumni may not register for courses that they have previously taken at the Friedman School or cross-register at any other school. Alumni attending classes on any of the Tufts campuses must meet all registration and immunizations requirements of the University. More details about the Special Student application form for Alumni is available at: <http://nutrition.tufts.edu/academics/take-single-course>.

The Registration for Alumni free benefit as detailed above does not apply to Certificate courses offered by the Online Graduate Certificate Programs.

I B. Procedures Relating to Course Requirements and Semester Hour Units

I B 1. Semester Hour Units

Courses at the Friedman School are typically listed as carrying one and half (1.5) semester hour units, three (3) semester hour units, or four and a half (4.5) semester hour units. Three semester hour unit courses typically meet three hours per week for 13 weeks; one and a half semester hour unit courses typically meet approximately 20 hours or for fewer weeks of the semester. Twelve semester hour units of coursework constitutes a full-time course load for one semester and a student registered for a minimum of nine semester hour units of coursework or more is considered a full-time enrolled student.

Courses outside of the Friedman School may use different semester hour units/credits systems. The Friedman School's semester hour units are granted based on the number of contact hours (classroom hours) and on what that institution considers a full-time course (i.e., three semester hour units at the Friedman School).

I B 2. Grading

Grades earned at the Friedman School are intended to reflect mastery of the knowledge and skills described in each course syllabus. The course syllabus will specify learning objectives, assignments, and grading procedures. In compliance with national accreditation standards, assignments are expected to call for an average of about two hours in out-of-class preparation for every in-class or online contact hour with the instructor. Instructors must ensure that all assignments can be completed by the end of each semester's Final Examination Period for assessment in time for grade reporting deadlines. The Friedman School's Academic Calendar also specifies a Reading Period prior to final examinations, which instructors may choose to use for additional classes, review sessions or other activities as needed to fulfill the course's learning objectives.

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 degree 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 course at the Friedman School and receives a grade of C+ or lower must repeat the required course or take an equivalent course and pass it with a grade of B- or better to fulfill the requirement. When a student retakes a required course and passes it, both the non-passing and passing grades are included in the computation of the GPA, but the semester hour units are given only once. Note in June 2014, there was a change to the passing grade requirement; for grades of C+ or lower received prior to June 2014, please consult Friedman's Registrar.

Students who receive a failing grade for a non-required course may decide to take it again. If a student retakes a course and passes it, both grades are included in the computation of the GPA, but the semester hour units are given only once.

Cross-registered courses taken at other Host Schools are subject to the passing requirements of the Host School.

A student who receives more than two grades of C+ or lower in any single semester may be placed on academic probation by the Academic Dean and may be subject to dismissal upon action of the Curriculum and Degrees Committee, based on the recommendations of the Academic Advisor and the Academic Dean. A student who is placed on academic probation will be so informed in writing by the Academic Dean or the Assistant Dean of Student Affairs. The student's Academic Advisor and Division Chair/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, the Academic Advisor, and the Division Chair/Program Director will be informed of such possible action and given an opportunity to respond before action is taken.

I B 3. Transfer of Courses Previously Taken

A student may transfer toward their Friedman School's degree program a course previously taken at other universities or other Tufts University schools, provided the course was not used toward another degree. Transfer of a course(s) does not reduce the cost of the Friedman School degree. Only courses that have been taken within the last five years at regionally accredited U.S. universities are routinely considered for transfer. Students who wish to transfer courses taken outside the U.S. or for courses taken more than five years prior to enrollment should discuss the possibility with the Academic Dean and exceptions will be made on a case-by-case basis.

Listed below are the maximum quantities of transfer courses as semester hour units allowed for each of Friedman's degree programs:

- Agriculture, Food and Environment (MS and PhD): 12 semester hour units
- Biochemical and Molecular Nutrition (MS and PhD): 12 semester hour units
- Food and Nutrition Policy and Programs (MS and PhD): 12 semester hour units
- Frances Stern Nutrition Center (MS/Dietetic Internship): 6 semester hour units
- Nutrition Interventions, Communication, and Behavior Change (MS and PhD): 12 semester hour units
- Nutrition Epidemiology and Data Science (MS and PhD): 12 semester hour units
- Master of Arts in Humanitarian Assistance (MA): 6 semester hour units
- Master of Nutrition Science and Policy (MS): 6 semester hour units
- Master of Science in Sustainable Water Management (MS): 6 semester hour units

For students matriculating in the MNSP program, up to six semester hour units may be transferred onto the Tufts University transcript. However, the MNSP student must still enroll in, pay for, and successfully pass thirty semester hour units of MNSP coursework.

The following materials are required for a course to be considered for transfer of semester hour units:

1. An official transcript demonstrating a grade of B or better in the course and showing the year the course was taken;
2. A detailed syllabus, in English. (Note: if a syllabus is not available, students may petition the Academic Dean to substitute course notes or other material);
3. The amount of the Friedman School semester hour units requested;
4. A completed Petition for Transfer of a Course form with all of the above information (<http://nutrition.tufts.edu/students/registrar/forms>).

These materials should be attached to the Petition for Transfer of a Course form with the required Expert Faculty and Academic Advisor approvals, and submitted to Friedman's Registrar, and the Petition request will be reviewed by the Academic Dean for final approval. The possible outcomes of the review are:

1. Transfer of course and associated semester hour units;
2. Transfer conditional upon
 - a. passing an exemption examination
 - b. filling minor deficits through a Directed Study course;
3. No transfer of course.

A student may contest the outcome of the review by petition to the Curriculum and Degrees Committee.

I B 4. Exemption from Required Courses

Students may request an exemption from any course required for the completion of a Friedman School degree by submitting an Exemption from a Required Course or Other Degree Requirement Petition form (approved exemptions are added to a student's transcript). Exemption without transfer of a course does not reduce the number of courses required for the degree but permits students to take different or more advanced courses. Students admitted to the PhD program may fulfill all the Friedman School MS degree requirements by means of the exemption process if they have taken equivalent courses elsewhere. Students admitted to the PhD program with a previous relevant master's degree are encouraged to seek exemption from courses that duplicate previous work. Doctoral students must either take or be formally exempted from all courses that are required for the MS degree in their chosen academic program.

No exemption is given until the student submits an Exemption from a Required Course or Other Degree Requirement Petition form (<http://nutrition.tufts.edu/students/registrar/forms>) and the Academic Advisor, Expert Faculty, as needed, have approved the Petition. This is true no matter which of the methods of exemption detailed below the student follows.

Exemption may be obtained by the following:

- a. **Exemption Based upon Coursework Taken at Other Universities:** Students are exempted from any required course if they have received transfer of semester hour units from the Friedman School for an equivalent course taken at another university. Students may be exempted from any required course, using the same procedure as for transfer of a course (see above section I B 3. "Transfer of a Course or Courses Previously Taken"), if they have taken its equivalent at another university, but did not receive transfer of semester hour units from the Friedman School because the course had been used toward another degree. The Office of Student Affairs will note this type of exemption on the student's transcript upon receipt of the approved Exemption from a Required Course or Other Degree Requirement form.
- b. **Exemption by Examination:** Students are exempted from any course for which they have passed an exemption exam. The exemption must be taken no later than two weeks after the first meeting of the course in the semester in which the student would be required to take the course. The content of the exemption examination and the standard for exemption are determined by the instructor of the course from which the student is seeking exemption. A Division Chair/Program Director may request a faculty member to administer a written examination to the student where the requirement in question is not a Friedman School course. If the student meets the standard for exemption on the examination, the student submits an Exemption from a Required Course or Other Degree Requirement Petition form with the approval of both the instructor (Expert Faculty) and the student's Academic Advisor. A student may take an exemption examination no more than twice. Failure to pass an exemption examination has no negative impact on the student's academic record. The Office of Student Affairs will note this type of exemption on the student's transcript upon receipt of the approved Exemption from a Required Course or Other Degree Requirement form.
- c. **Exemption from Requirements Due to Professional Competence:** Students who feel they have obtained competence in the subject matter of any course or degree requirement (e.g., internship requirement) due to professional experience may submit an Exemption Petition form. If the Academic Advisor (in consultation with the Division Chair/Program Director) approves the Exemption Petition form, the Office of Student Affairs will note this type of exemption on the student's transcript. This type of exemption is approved only in rare cases.

I B 5. Semester Hour Units for Undergraduate Courses

Students may receive graduate semester hour units for any Tufts University course which has a course number of 100 or higher that is relevant to their field of study. Foreign language courses and non-academic courses may not be counted toward completion of degree requirements. In exceptional circumstances, it may be appropriate for a student in the Friedman School to take an undergraduate-level course (these are courses numbered 99 and below). To receive graduate semester hour units for an undergraduate course, the student must arrange with the instructor to do additional work (such as an additional term paper or project). For a student to receive graduate semester hour units, the course must be taken as a Directed Study course, which is approved by the Division Chair/Program Director. The request must contain an explanation of the reasons for taking the course and must be accompanied by the written approval of the Academic Advisor and the course instructor. No more than one undergraduate course may be taken for graduate semester hour units at the Friedman School. Students may enroll in a Tufts University course with a course number below 100 but it will not count toward their minimum graduate-level semester hour units requirement for their degree.

I B 6. Dropping and Adding Courses

The Add/Drop period is the first few weeks in each semester. There is no penalty for adding and dropping courses during this period, and no record of enrollment will appear on the student's transcript if a course is dropped by Friedman's Drop deadline as noted on Friedman's Academic Calendar. Students are encouraged to discuss all changes with their Academic Advisor and make adjustments via SIS (go.tufts.edu/sis) as needed by the Add/Drop deadlines.

I B 7. Withdrawal from Courses

Students may withdraw from a course any time prior to the date by which all course requirements are to be completed (date of final examination or due date of final paper). If withdrawal from a course occurs after the semester's Drop deadline as noted in Friedman's Academic Calendar (see I B 6 above) the student will receive a grade of withdrawn (W) for the course, which will appear on the student's transcript. A grade of "W" does not affect the computation of a student's GPA. Students should contact Friedman's Registrar about the late drop to initiate the withdrawal process via SIS.

I B 8. Taking Courses on a Satisfactory/Unsatisfactory Grading Basis

Some courses that are offered are graded on a Satisfactory/Unsatisfactory (S/U) basis. S/U grades determine whether a student receives semester hour units but are not counted in computation of the student's GPA. Directed Study courses are typically graded on a Satisfactory/Unsatisfactory basis.

Required courses may not be taken on a Satisfactory/Unsatisfactory basis unless this is the only way they are offered. It is not possible to register for a Letter-graded course as Satisfactory/Unsatisfactory.

I B 9. Requesting a Grade of Incomplete

A student who, due to unusual circumstances, is unable to complete the work of a course by the end of the semester may request permission from the instructor for a grade of Incomplete. The decision to allow a grade of Incomplete, with or without a reduction of grade for lateness, is at the discretion of the instructor. A Request for an Incomplete Grade form must be completed and submitted to Friedman's Registrar, and the work must be completed, and a grade assigned by the end of the next semester (unless otherwise noted on the form). If the work is not submitted by this deadline, the course grade given will become an F.

If a student submits the coursework by this deadline, the instructor may do either of the following:

1. Refuse to accept the work as fulfilling the course requirements, in which case the grade F will be assigned;
2. Accept the work as fulfilling the course requirements, with or without a reduction of the course grade had the work been submitted during the semester and change the grade via SIS.

A student who wishes to make up coursework for an Incomplete grade that has turned into 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.

I B 10. Auditing Courses

The Friedman School has a no audit policy and students may not officially audit any Friedman courses. However, they may attend any course as a "visiting guest" at the discretion of the instructor if a seat is available in the class. These courses will not appear on the student's transcript.

I B 11. Directed Study Courses

A Directed Study course is a mechanism for a student to receive academic semester hour units for work completed under the tutelage of a Friedman faculty member. This is generally done on a one-to-one basis with the student taking the major responsibility for his/her progress. Research conducted in a laboratory during a Directed Study course may be either problem-oriented or technique-based. Research conducted as part of a Directed Study course may be used to generate preliminary data (but only preliminary data) for a thesis (for PhD students). Students conducting thesis research should contact Friedman's Registrar for enrollment in NUTR 0501: Research Practicum. Students do not independently enroll in Directed Study courses via SIS. A completed Directed Study Course Proposal form must be submitted to Friedman's Registrar so the course can be manually added to the student's academic record/transcript in SIS (<http://nutrition.tufts.edu/students/registrar/forms>).

- No more than twelve semester hour units of Directed Study coursework may be applied toward fulfillment of degree requirements.
- No more than six semester hour units of Directed Study coursework may be taken with the same faculty member.
- Students may receive a maximum of six semester hour units toward their degree requirements as Directed Study courses based on internships.
- For MNSP students, no more than three semester hour units of Directed Study coursework may be applied for fulfillment of the degree.
- Students may not use the mechanism of enrollment in a Directed Study course with a supervising Friedman faculty member in order to enroll in a course that is offered at a school that is not an approved cross-registration partner (no reciprocity) with the Friedman School.
- Students in the Frances Stern Dietetic Internship are required to complete a Senior Project in their last spring semester by enrolling in three semester hour units of Directed Study coursework (with a Letter grading basis) under the tutelage of a Friedman faculty member arranged by the Frances Stern Nutrition Center.

a. Authorized Faculty

Directed Study courses must be supervised by Friedman School faculty. Students who wish to do a Directed Study course with someone other than a Friedman School faculty member must have a Friedman School faculty sponsor who approves the Directed Study Course Proposal form along with the non-Friedman faculty supervising the Directed Study. The Friedman School faculty sponsor also must submit the final grade for the Directed Study course via SIS.

b. Directed Study Course Proposal Form

Students who wish to do a Directed Study course must contact the appropriate Friedman faculty member to plan the Directed Study course well in advance of submission of the Directed Study Course Proposal Form. The interested student and Friedman faculty member should work together to complete the Directed Study Course Proposal Form located here: <https://nutrition.tufts.edu/students/registrar/forms>. This form must be completed with approval of the Friedman faculty sponsor and the Division Chair/Program Director and submitted to Friedman's Registrar to be processed for enrollment. The completed form should contain the following information:

1. The proposal adhering to the required template as detailed on the form or course syllabus
2. The grading basis (Letter or Satisfactory/Unsatisfactory);
3. The title of the Directed Study course;
4. The amount of semester hour units sought. This should be based on classroom and coursework time required by Friedman School courses: 1.5 semester hour units requires approximately 60 hours of work; 3 semester hour units requires approximately 120 hours of work.

c. Grading of Directed Study Courses

Students may enroll in a Directed Study course with a Satisfactory/Unsatisfactory grading basis (NUTR 0397) or with a Letter grading basis (NUTR 0497).

As referenced above (see section I B 5 "Semester Hour Units for Undergraduate Courses") a student may register in a Directed Study course when registering for an undergraduate course with extra work. A student may also register for a Directed Study course with a Satisfactory/Unsatisfactory grading basis for an internship. A maximum of six semester hour units of coursework in an internship Directed Study course may be used toward degree requirements.

The grading of a Directed Study course with either a Letter or Satisfactory/Unsatisfactory grading basis is measured by a final written exam, oral exam, paper or other approved method of measurement such as a presentation, development of a course and syllabus, publication of a paper, etc. This is determined between the Friedman faculty sponsor and the student and noted on the Directed Study Course Proposal form that is approved by the Friedman faculty sponsor, Academic Advisor, and Division Chair/Program Director.

I B 12. Internships

Frances Stern Dietetic Internship (MS/DI) Program

The Dietetic Internship is a formal part of the Frances Stern program and only available to students matriculated in the combined Master of Science/Dietetic Internship program.

Students in the Frances Stern Dietetic Internship program must fulfill internship program requirements as stipulated by the Academy of Nutrition and Dietetics and the Frances Stern Nutrition Center. The internship receives no formal academic semester hour units but is necessary to become eligible to take the Registration Examination for Dietitians. The terms and requirements of the Dietetic Internship differ from those of other units of the Friedman School.

Internships Required for Agriculture, Food and Environment Program (AFE), the Food and Nutrition Policy and Programs (FANPP), and the Nutrition Interventions, Communication, and Behavior Change Program (NICBC)

The AFE, FANPP, and NICBC programs at the Friedman School require an internship for completion of the MS degree. Students in other master's degree programs are not required to complete an internship but are encouraged to do so. Doctoral students are not required to complete an internship but are encouraged to undertake an appropriate internship prior to taking their Qualifying Examinations if it is in line with future research and career interests.

Internships have several purposes: to give students practical field or research experience that complements their curricular studies, to give students experience in an institution where they might work in the future, to allow students to determine the kinds of jobs they wish to find after graduation, and to give students an opportunity to make contacts in the professional sphere where they will seek employment.

Students should discuss their planned internship with both their Academic Advisor and Division Chair, both of whom must approve a student's Internship Contract form (<http://nutrition.tufts.edu/students/academics/internships>).

The internship requirement may be fulfilled in one of two ways:

1. **Professional Internship:** This internship represents a professional placement in an organization similar to one where the student might wish to work in the future; this placement is intended to give the student practical experience and exposure to what it means to work in the field. The Professional Internship is recommended for students who have limited field experience or who would benefit from working in a professional setting.
2. **Research-based Internship:** The Research-based Internship represents an alternative to the Professional Internship for students who may already have professional experience, and/or who wish to gain direct experience in research related to their program of study.

The amount of time and work done for an internship will vary; the minimum required hours for students is 320 hours unless your Division Chair specifies otherwise. This does not include time spent writing a final report.

Students doing internships that merit academic semester hour units may develop a Directed Study Course Proposal based on their internship work and submit a Directed Study Course Proposal form to the Office of Student Affairs to be enrolled in the course in SIS. Students may receive a maximum of six semester hour units toward their degree requirements as Directed Study courses based on internships. Directed Study courses based on internships are graded on a Satisfactory/Unsatisfactory grading basis.

If your degree program does not have an internship requirement and you independently complete an internship anyway, it will not be added to your academic record. However, you may enroll in an internship directed study course (see section I B 11c "Directed Study Courses").

I B 13. Requirements for the Completion of Internships

To complete the requirements of an internship, the student must do the following:

1. Select an internship site and establish an institutional contact.
2. Submit a completed Internship Contract form (<https://nutrition.tufts.edu/documents-and-forms/internship-contract>), signed by the Academic Advisor, the Internship Institution Supervisor (or Research Supervisor), and the Division Chair to the Office of Student Affairs before beginning the internship. Students should begin to complete the contract and obtain approval signatures early enough to submit the contract on time.
3. Enroll via SIS in the professional internship course, NUTR 0298: Internship (non-graded, no semester hour units), for the summer semester;
4. Submit an Internship Completion Form (<https://nutrition.tufts.edu/documents-and-forms/internship-completion-form>) and Internship Report (maximum four pages) to the Academic Advisor, Division Chair, and the Office of Student Affairs;
5. The Internship Report includes a description of the work conducted during the internship, what was learned, challenges and opportunities, as well as advice for future interns. Sending the Internship Report to the Internship Site Supervisor is optional for students completing the Professional Internship. Students in the Research-based Internship will agree with the Research Supervisor on the nature of any additional report(s) or requirements;
6. Share the internship experience with students and faculty. Internship presentations are held at the beginning of the fall semester and are scheduled by the Office of Student Affairs.

Students must submit a PowerPoint presentation to the Office of Student Affairs, and this is used for their presentation to students and faculty. Students undertaking a Research-based Internship may have additional opportunities to present the results of their research and this should be discussed with their Academic Advisor and the Office of Student Affairs. Internship presentations for the different programs can be found on the internship section of the Friedman School website at <http://nutrition.tufts.edu/students/academics/internships>.

I C. Tuition, Fees, and Refund Policies

I C 1. Tuition and Fee Structure

Tuition rates and fees for the 2019-2020 academic year are online (<http://www.nutrition.tufts.edu/admissions/tuition-expenses-financial-aid>). For more information regarding tuition payments, please visit the Tufts Health Sciences Bursar website: <https://access.tufts.edu/health-sciences-student-billing-information>.

Each academic year that a student is matriculated in their program they should check this webpage, <http://www.nutrition.tufts.edu/admissions/tuition-expenses-financial-aid>, to review the new tuition rates and required semester fees for the upcoming year that will be billed to their SIS account.

Student Activity Fee: All matriculated students are required to pay a Student Activity Fee. This fee is intended to cover expenses related to Orientation, Commencement, student activity groups, on-campus athletic facilities, and other student activities taking place throughout the year.

Technology Fee: All matriculated students are required to pay an annual Technology Fee. This fee helps to cover the costs associated with maintaining and upgrading computer equipment and software available in the student computer lab.

Health Administration Fee: All matriculated students are required to pay an annual health administration fee. This fee covers the cost of immunization screening required by the Commonwealth of Massachusetts, health plan and administration, and counseling.

Continuing Student Tuition: Once students have finished the tuition obligations for the degree they will be earning, they will be charged an annual fee until the degree has been completed.

Clinical Training Fee (*for students enrolled in the Master of Science/Dietetic Internship program only*): This is a one-time fee assessed by the Tufts Medical Center to students enrolled in this program.

Important Billing Information: The Bursar's Office provides important student billing information at: <https://access.tufts.edu/health-sciences-student-billing-information>.

Please note under S2248 PL 115-407 Section 103, Tufts will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the balance not covered by VA benefits is still expected to be settled by the due date.

I C 2. Tuition Refund Policy

The University refund policy, to be applied in the event a student withdraws from a class after the beginning of a fall or spring term, is as follows:

1st-12th calendar day of the semester:	80% tuition refund
13th-19th calendar day of the semester:	60% tuition refund
20th-26th calendar day of the semester:	40% tuition refund
27th-33rd calendar day of the semester:	20% tuition refund
Thereafter:	No refund

Please note MNSP degree program students that withdraw from a class after the beginning of a fall, spring, or summer semester during the 1st-12th calendar day of the semester will receive a 100% tuition refund. This is only applicable to MNSP students.

The date of withdrawal is the date on which the institution receives written email notice of the withdrawal from the student. Other charges for the term, such as the health administration fee, and other semester fees are not prorated upon withdrawal during a term. Withdrawal prior to the beginning of a term will result in cancellation of all charges.

If a student withdraws before the first day of the semester, all financial aid funds will be returned. The Office of Financial Aid is required to calculate how much Title IV aid (Federal Subsidized/Unsubsidized Loans and Perkins Loans) the student earned based on how many days of the semester the student attended. "Unearned" Title IV aid is required to be returned to the lender(s) by the student and/or the school in this order: Federal Direct Unsubsidized Loan, Federal Perkins Loan, Federal Direct GradPLUS loans. The return of unearned money may leave the student with a balance, which the student is responsible to pay. If considering withdrawal, students should meet with their Financial Aid Advisor to determine the effect on their federal loans. See more information below in section 1 C 5. "Financial Aid in the Case of Withdrawal."

I C 3. Medical Leave of Absence

In the event of a Leave of Absence (medical or other) or withdrawal, the University refund policy will apply for any period of leave. Students are strongly encouraged to meet with their Financial Aid Advisor in the Office of Financial Aid to discuss the consequences of taking a Leave of Absence or withdrawing.

I C 4. Academic Dismissal

No tuition refunds other than that due under the refund policy stated above is made when a student is required to withdraw by the Friedman School or University authorities or when a student withdraws from a course with a W grade. Fees are not refundable.

I C 5. Financial Aid in the Case of Withdrawal

If a student completely withdraws from school during a semester and before 60% of the semester has passed, federal regulations require that a school determine the percentage of any Federal Aid received that is earned. The amount of aid earned is calculated by multiplying the total federal aid by the percentage of the term for which the student was enrolled before withdrawing. If the amount of aid earned is less than the amount of aid already disbursed to the student, a repayment may be required. If the aid disbursed was used to pay institutional charges (i.e., tuition), then that portion of that aid that is unearned as calculated by this federal formula, will be repaid by the Friedman School, in the order prescribed by federal regulation; first to Federal Direct Unsubsidized Loans, then to Federal Perkins Loans, and finally to Federal Direct Grad PLUS Loans. Please note that your tuition liability remains as described above, according to the Friedman School Refund Policy. If Federal loan money used to pay tuition must be returned to the lender according to the federal calculation, any balance due remaining on the student's account becomes the student's responsibility. The student is responsible for repayment of any unearned living expense money from federal aid advanced before the withdrawal. If the total amount of this repayment due comes from loans, then the student may make this repayment under the original terms of the loan. Please contact the Office of Financial Aid for more information on this policy. Students would also be required to attend an exit interview online at www.studentloans.gov if they are withdrawing or taking a Leave of Absence.

I D. Academic Standing

I D 1. Grade Point Average

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

1. Cumulative GPA reflects all numeric grades received since admission to the degree program;
2. Semester GPA reflects all numeric grades received in each semester.

I D 2. Maintaining Grade Point Average

Students must maintain a cumulative GPA of 3.00 (equivalent to a letter grade of B) or better in each semester to be in good academic standing and must have a cumulative GPA of 3.00 to graduate. A student whose cumulative GPA falls below 3.00 in any semester will be placed on academic probation with a possibility of dismissal if the student's cumulative GPA is below 3.00 in any subsequent semester and will be so informed in writing by the Academic Dean. A student whose cumulative GPA is below 3.00 for any subsequent semester may be dismissed from the Friedman School upon recommendation of the Curriculum and Degrees Committee. The student and the Academic Advisor and Division Chair/Program Director will be informed of such possible action and given an opportunity to respond before action is taken. All tuition scholarships from the Friedman School require the student to be in good academic standing. A student who is on academic probation or not in good academic standing may have their scholarship revoked based on review of their academic standing.

A student who, in the judgment of the Academic Advisor and Division Chair/Program Director and/or the Academic Dean, is failing to make satisfactory progress toward completion of the degree may be dismissed upon recommendation of the Academic Dean and action of the Curriculum and Degrees Committee. The student and the Academic Advisor and Division Chair/Program Director 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 master's degree (whether as master's degree candidates or doctoral students) is defined as taking and passing at least one course each semester.

I E. Satisfactory Academic Progress (SAP)

Federal regulations require the Friedman School of Nutrition Science and Policy at Tufts University to establish Satisfactory Academic Progress standards for students who are awarded federal financial aid funds. The following standards apply to all matriculated students, whether they are financial aid recipients or not. Students who fail to maintain Satisfactory Academic Progress during any semester may be placed on Financial Aid warning, Financial Aid probation and/or creation of a remedial academic plan, suspension, or may be dismissed, in accordance with the policies of the Friedman School. Students who are terminated from financial aid eligibility may continue their studies but are required to self-pay tuition and make payment arrangements through the Tufts Health Sciences Bursar's Office.

The standards of Satisfactory Academic progress measure a student's performance in three areas: maximum time to complete the degree, cumulative grade point average (GPA) and cumulative completion rate. The student's academic progress shall be evaluated at the end of each semester by criteria for each of these three areas as detailed in Appendix 3.

I E 1. Maintaining Satisfactory Academic Progress

The Registrar's Office in conjunction with the Office of Financial Aid will monitor SAP at the end of each semester including fall, spring, and summer. Written notification will be sent to students placed on Financial Aid Warning, Financial Aid Probation, Financial Aid Termination, and Financial Aid Reinstatement if making SAP status.

A change in degree program will not affect a student's SAP standing. Students who are requesting re-entry into the University will return with the SAP status calculated at the time of Withdrawal from the degree program. Students requesting admission into a new degree program after graduation will begin as a first term student with a new SAP history.

I E 2. Financial Aid Warning

Upon determining that a student is not making satisfactory academic progress, students will be placed on a "financial aid warning status" for a period of one semester during which the student will continue to be eligible for financial aid. This status is assigned to a student automatically once it has been determined that the student is not progressing satisfactorily and is effective for the next semester. No appeal is necessary, and the student will be reviewed again at the end of the next semester. The status of students who have reached the required completion rate and are meeting the required GPA will be considered to be making SAP at the end of the warning period.

Once the initial warning period has ended, students who are not making satisfactory academic progress will no longer be eligible to receive financial aid unless they submit an appeal and it receives approval.

I E 3. Appeal for Reinstatement of Financial Aid Eligibility

Students who are terminated from financial aid eligibility for not meeting satisfactory academic progress standards and who have extenuating circumstances may appeal to reestablish their eligibility. Students may not use financial aid to make retroactive tuition and fee payments. The appeal must be based on extenuating circumstances that prevented a student from meeting the requirements of the satisfactory academic progress policy. Circumstances may include extreme medical issues, a death in the immediate family, employment-related hardship, military mobilization, and/or extreme personal problems. Students must indicate specific information on why they failed to make satisfactory academic progress and what has changed that will allow them to meet these standards at the next evaluation.

Students may appeal the maximum allowed time to degree completion, GPA and/or the completion rate component of satisfactory academic progress. There are no limits to the number of appeals that students may submit. However, subsequent appeals may not be based on the same circumstance as previous appeals.

Appeals should be submitted along with necessary documentation within 10 days of being notified that they are no longer eligible to receive financial aid and mailed to: Financial Appeals Committee, Attn: Matthew Hast, Friedman School, 150 Harrison Avenue, Boston, MA 02111. The Financial Appeals Committee will review the request and respond to the student in writing with the decision. This decision is final and may not be appealed.

If the appeal is denied, students may continue their studies but are required to self-pay and make payment arrangements through the Tufts Health Sciences Bursar's Office. Standards of satisfactory academic progress will continue to be monitored each semester and students will be notified whether they continue to not meet the standards, or should their eligibility change, and they become eligible based on meeting the standards.

I E 4. Financial Aid Probation

If the appeal is approved, students will be placed on Financial Aid Probation. Financial Aid Probation is generally for one semester, and the student is eligible to receive financial aid funding during that time. After the semester ends, students will again be evaluated to determine if they are making Satisfactory Academic Progress. If they are not, students' aid eligibility will be terminated unless the student was required to be on an academic plan that lasted longer than one semester as part of their original probation.

I E 5. Academic Plan

In certain circumstances, an Academic Plan may be created for a student who will not be able to complete the necessary benchmarks to regain SAP status by the end of the Financial Aid Probation period. The Academic Plan includes benchmarks that must be completed for each successive semester in order to continue on the plan and continue to be eligible for financial aid. Academic Plans must be approved by the Academic Dean.

I F. 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.

Tufts University has adopted the elective use of the Turn-It-In (<https://www.turnitin.com>) anti-plagiarism program. This program will be utilized where appropriate within the Friedman Curriculum.

Alleged violations of these policies will be considered and addressed by the Academic Dean.

I G. Enrollment Status

I G 1. Full-Time, Half-Time, and Less than Half-Time Study

Students may choose whether to study Full-Time, Half-Time, or Less than Half-Time on a semester-by-semester basis; the enrollment criteria are:

- Full-Time enrollment is 9 semester hour units or more of coursework,
- Half-Time enrollment is 6 to 8.5 semester hour units, and
- Less than Half-Time enrollment is for less than 6 semester hour units.

Please note the following associated tuition billing:

- Full-time students pay 100% tuition for the semester.
- Half-Time students pay 50% tuition for the semester.
- Less than Half-Time students are billed per semester hour unit.
- All on-campus students are billed each semester the full semester fees for Student Activity, Technology, and Health Administration regardless of their enrollment status as Full-Time, Half-Time, or Less than Half-Time.
- MNSP students should refer below for the tuition billing applicable to their degree program.

Before each semester's Pre-Registration Period, students that plan to be enrolled Half-Time or Less than Half-Time must notify by email Matthew Hast, Assistant Dean of Student Life, and Michelle Frankfort, Friedman's Registrar so your tuition bill and associated scholarships or aid can be adjusted accordingly.

AFE-MS, BMN-MS, FANPP-MS, NEDS-MS, and NICBC-MS students should expect to pay the total number of semesters below depending upon the following:

- Full-Time students should expect to pay the equivalent of four semesters
- Half-Time students should expect to pay the equivalent of eight semesters
- Less Than Half-Time should expect to pay the equivalent of 48 SHUs

Students enrolled only in Doctoral Candidacy Preparation (NUTR 0399) or PhD Thesis Only (NUTR 0403) are considered Full-Time students.

Students enrolled in the Frances Stern combined Master of Science/Dietetic Internship program and the Sustainable Water Management MS program must be Full-Time students during the entire course of their study at the Friedman School.

MAHA students typically enroll in two Full-Time semesters. Students who wish to enroll Half-Time should contact the Registrar.

Students in the MNSP program are charged on a per semester hour unit (SHU) basis. The Enrollment status definitions for the MNSP degree program are as follows:

- Full-Time enrollment is 6 or more SHUs
- Half-Time enrollment is 3 SHUs
- Less than Half-Time enrollment is less than 1.5 SHUs

MNSP students pay tuition for each course they select during a semester until they have met their tuition obligation and are also billed the semester fees for Student Activity, Technology, and Health Administration when enrolled in a semester, except in the summer semester.

I G 2. Loan Deferment

Tufts University provides information regarding student enrollment status to the National Student Loan Clearinghouse that then provides information to lenders. Enrollment status is either Full-Time, Half-Time, or Part-Time. Federal regulations require that students be registered Half-Time or Full-Time to receive and defer student loans. Some students still might receive bills from their loan agencies; if this occurs, a letter verifying enrollment can be requested from Friedman's Registrar.

I H. International Travel Policy for Students

Students must register with the University when travelling outside of the U.S. for all University purposes, regardless of whether or not travel is to regions where there are heightened health and safety risks. Registering with the University will occur in the University Travel Registry, which is fully integrated with the Tufts Information system, allowing students to sign in with their Tufts username (UTLN) and password. The secure online registry captures trip details including passport information, as well as contact information at Tufts and abroad. By registering, students are not only complying with Tufts University International Travel Safety Policy, but also receiving the variety of travel related services and alerts provided by International SOS (ISOS) and securely hosting their passport information (with the option to store a copy of their passport) should it be lost or stolen while abroad. The Travel Registry is available at: go.tufts.edu/travelregistry. It is the responsibility of the student to determine the type of visa needed for travel, as well as to comply with other travel requirements. For students who do not register with the Tufts Travel Registry, or who do not obtain appropriate visas or meet other travel requirements, payment for travel offered by the Friedman School or its faculty may be withheld.

If you are abroad and need help call the equivalent of '911' (https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf), if appropriate, and call International SOS at + 215-942-8226 (worldwide, 24/7/365) or + 215-942-8478 (dedicated scholastic line) for additional help, including non-emergency help. You may call collect and identify yourself as traveling on behalf of Tufts University.

International SOS (https://tufts-travel.terraotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=E3A0B009-5056-BA1F-74BCAE5A36ACDCEB&Link_ID=17C9176D-5056-BA1F-74FF9AAB6895FBB9) will contact Tufts on your behalf, if appropriate. Download the International SOS app (<https://www.internationalsos.com/assistance-app>) for alerts in your location, in addition to a "Call for Assistance" button that connects you to the closest International SOS Assistance Center.

I I. Leaves of Absence

A student must request a Leave of Absence by written email request to the Academic Dean or to the Assistant Dean of Student Affairs; in some instances, the request for Leave will be discussed by these Deans. The request should specify the reason for the Leave and the amount of time needed. The reasons provided to justify the Leave will remain confidential unless permission is obtained in writing or email from the student, or it is the judgment of either Dean that information must be disclosed for safety reasons. Leaves of absence are granted for a maximum of one year; additional leaves may be requested.

Tuition scholarships are suspended during a Leave of Absence and may continue when the student returns. To avoid tuition costs a Leave of Absence should be approved prior to the first day of classes. In the event a student takes a Leave of Absence from the University after the beginning of the enrollment period a pro-ration of tuition is applied although other semester fees (e.g., activity, health administration, and technology fees) are not refundable upon withdrawal after the first day of classes. Upon approval of the Leave of Absence, the student and the student's Division Chair/Program Director, and Academic Advisor/Thesis Chair will be notified.

Graduate stipends, when a student receives one, are not paid by the School during Leaves of Absence.

I J. Sick Leave and Parental Leave

I J 1. Sick Leave

Full-time Friedman School graduate students who are incapacitated due to illness or injury may be granted an excused absence of up to 12 days during one twelve-month period. The student is expected to notify his or her Academic Advisor/Thesis Chair when taking a sick day(s). The student may be required to submit documentation of illness or injury; documentation provided will be kept confidential by the Office of Student Affairs. The School reserves the right to have the student and his or her medical records reviewed by a physician chosen by the School.

I J 2. Parental Leave

Students may take Parental Leave to care for a newborn child or one placed for adoption or foster care. A student anticipating a Parental Leave should make an appointment with the Assistant Dean of Student Affairs to review the Leave policy and the options available. Depending upon the source of the stipend, paid time-off during which time a student continues to receive that stipend, is restricted to:

1. 30 calendar days of paid parental leave;
2. Plus, unused sick leave of up to 12 days;
3. Plus, unused vacation time of up to 15 work days.

The balance of approved Parental Leave plus any additional Leave requested is treated as an unpaid Personal or Medical Leave of Absence. If the student is away from the Friedman School beyond allowable paid time-off and fails to request a leave, the Friedman School will place the student on an administrative Leave of Absence. Stipends are not paid by the Friedman School during an administrative Leave of Absence.

I K. Teaching Assistantships

Matriculated students are generally eligible for Teaching Assistantships; students taking a Leave of Absence are not enrolled at the University and therefore not eligible for Teaching Assistantships. The duties and responsibilities of a Teaching Assistant vary depending on the course and instructor.

Permission from the Academic Dean is required for non-matriculated students to be considered for Teaching Assistantships.

I L. Academic Advising

I L 1. Roles and Responsibilities of the Academic Advisor

An Academic Advisor is assigned to each student based upon the expressed interests of the student and the recommendation of the student's Division Chair/Program Director. Changing an Academic Advisor is not uncommon, and students are encouraged to do so when appropriate (see below in section I L 2. "Changing an Academic Advisor"). Any Friedman School faculty member may serve as an Academic Advisor.

The primary role of the Academic Advisor is to help the student develop course and study plans and to oversee the fulfillment of a student's academic requirements. For students in the PhD program, the Academic Advisor monitors the student's progress until the student passes the Qualifying Examination and then a Thesis Chair is named by the Academic Dean. The Academic Advisor may, but need not, become the student's Thesis Chair. The Academic Advisor may continue to provide general mentorship to doctoral students even though a Thesis Chair has been named.

Specific roles and responsibilities of the Academic Advisor are to:

1. Aid in the development of, and approve, the course plan for the student. This requires the Advisor to be up to date about degree requirements in the student's program of study. For master's degree students, this includes ensuring that the student complies with all academic requirements and assisting in selection of courses for a Specialization (see below in section II C. "Specializations"). For PhD students, this includes assisting the student in deciding on Qualifying Examination topics and examiners;
2. Review registration for courses and update and approve the course plan each semester;
3. Help the student understand and interpret the policies and procedures of the Friedman School;
4. Assist the student in dealing with any issues related to his/her academic progress;
5. Help a student arrange internships when appropriate;
6. Assist interested students in the identification of appropriate faculty for Directed Study courses;
7. Review and approve students' exemption requests, self-designed specializations requests, directed study course proposals, internship contracts, and degree requirement worksheets' intent to graduate section;
8. Discuss career options with the student;
9. Assist the student in identifying a Thesis Chair when appropriate.

I L 2. Changing an Academic Advisor

At any point in the student's academic career, the student may request a change of Academic Advisor. To do this, a student must first meet with the Academic Dean to discuss the proposed change. The student must then submit a written email request for the desired change to the Office of Student Affairs. Upon approval by the Academic Dean, the change is then reported to both the old and new Academic Advisor by the Office of Student Affairs. An Academic Advisor may also initiate such a change. The Academic Advisor may meet with the student to suggest a change, after which the student may request a change following the procedure above, or the faculty member may request that the Academic Dean initiate the process.

I M. Cancellation of Classes

Only the President or the President's designee can suspend, in part or totally, regularly scheduled academic or administrative activities at Tufts. The general University policy is not to cancel classes for snow or other emergencies, but rather to hold all class meetings that can reasonably be held. The decision to suspend regularly scheduled academic activities is made as far in advance as possible and announced by the Deans. Students can call 617-627-INFO for news about weather suspensions or check the Tufts web page (<http://www.tufts.edu>) and look under Announcements. Also, the University endeavors to have announcements made over Boston radio and television stations (WBZ AM 1030, WBZ TV Channel 4). Faculty members can also cancel classes if they cannot make it to campus due to the weather. Please note Friedman's on-campus courses may be offered by Tufts WebEx (<https://it.tufts.edu/webex>) on days when the Boston campus is closed due to weather or a temporary cancellation issue.

I N. Withdrawal from the University

Students who withdraw from the University must inform the Academic Dean in writing by email. In the event a student withdraws from the University after the beginning of the enrollment period, a pro-ration of tuition is applied although, other semester fees (e.g., activity, health administration, and technology fees) are not refundable upon withdrawal after the first day of classes. Tuition Pro-Ration Schedule: <http://finance.tufts.edu/controller/bursar/tuition-refund-policy>.

II. Degree Requirements: Master's Degree

II A. Master's Degree Programs at the Friedman School of Nutrition Science and Policy

The Master of Science degree may be earned by participation in one of nine campus-based academic programs:

1. Agriculture, Food and Environment
2. Biochemical and Molecular Nutrition
3. Master of Science/Dietetic Internship (Frances Stern Dietetic Internship Program)
4. Food and Nutrition Policy and Programs
5. Humanitarian Assistance (joint MA degree with The Fletcher School of Law and Diplomacy)
6. Nutrition Epidemiology and Data Science
7. Nutrition Interventions, Communication, and Behavior Change
8. Sustainable Water Management (12-months includes summer practicum)
9. Master's Degree in Nutrition Science and Policy (MNSP; hybrid learning)

Combined Degree Options include:

1. A combined degree offered by the Friedman School (AFE and FANPP programs) and the Urban and Environmental Policy and Planning (UEP) in the Graduate School of Arts, Science and Engineering.
2. A combined degree offered by the Friedman School and The Fletcher School of Law and Diplomacy (MALD program).
3. A combined degree offered by the Friedman School and Public Health and Professional Degree Programs (MPH program).

II B. Master's Degree Course Requirements

II B 1. Minimum Semester Hour Units for Master's Degree

To receive a Master's of Science from the Friedman School, students in the following programs must complete a minimum of 48 semester hour units of coursework:

1. Agriculture, Food and Environment
2. Biochemical and Molecular Nutrition
3. Food and Nutrition Policy and Programs
4. Nutrition Epidemiology and Data Science
5. Nutrition, Interventions, Communication, and Behavior Change

The Master of Science/Dietetic Internship, the Master of Arts in Humanitarian Assistance, the Master of Science in Sustainable Water Management, and the Master's of Nutrition Science and Policy have different required semester hour units of coursework. See Appendix 19 for current Degree Requirement Worksheets.

II B 2. Specialization Requirements

Students in the following programs are required to complete a "Specialization," consisting of at least nine semester hour units of coursework (unless otherwise specified) in one field of study (see below section II C. for more details):

1. Agriculture, Food and Environment
2. Biochemical and Molecular Nutrition
3. Food and Nutrition Policy and Programs
4. Nutrition Epidemiology and Data Science

II B 3. Internship Requirements

Students in the following programs are required to complete an Internship:

1. Agriculture, Food and Environment
2. Food and Nutrition Policy and Programs
3. Nutrition, Interventions, Communication, and Behavior Change

II B 4. Training in Ethical Treatment of Human Subjects (CITI)

In order to graduate from the Friedman School of Nutrition Science and Policy with either a Master's or a Doctoral degree, a student must show evidence of successful completion of training in the Ethical Treatment of Human Subjects that meets the criteria set by the Tufts University Institutional Review Board (IRB). This graduation requirement applies to all students, regardless of program.

Students meet this graduation requirement by completing an online tutorial and examination, the Collaborative Institutional Training Initiative (CITI) Program, offered through the Office of the Vice Provost for Research (<https://viceprovost.tufts.edu/sberirb/research-training-requirements/citi/>).

Students must complete CITI training for either Biomedical Researchers (to be completed by Biochemical and Molecular Nutrition, Master of Nutrition Science and Policy, and Nutrition Epidemiology and Data Science students) or for Social/Behavioral/Educational Researchers (to be completed by Agriculture, Food and Environment, Food and Nutrition Policy and Programs, Master of Arts in Humanitarian Assistance, Master of Science/Dietetic Internship, Nutrition Interventions, Communication, and Behavior Change, and Sustainable Water Management students).

When all the CITI module requirements are completed, you will be able to print or download a Course Completion PDF Report with your score and expiration date. Students are advised to complete this requirement as soon as possible within their first semester of study (Biochemical and Molecular Nutrition, Master of Nutrition Science and Policy, and Nutrition Epidemiology and Data Science students must complete their CITI degree requirement prior to the first day of classes in their first semester). Evidence of a passing grade on the quizzes and expiration date (i.e., copy of the Completion PDF Report) must be submitted to Friedman's Registrar so this fulfilled degree requirement may be recorded in your academic record in SIS and the CITI Completion PDF Report is filed in each students' file folder (and must be within the last four years in their graduating semester).

The requirement for all students to complete CITI training is an expectation that any student engaged in human research must complete the CITI training prior to participating in research and must maintain current certification through all aspects of human research. Additionally, students working in laboratories and clinical areas should complete the Tufts University Environmental Health and Safety Department's Annual Laboratory Safety Training (more details available at: <http://publicsafety.tufts.edu/ehs/annual-laboratory-safety-training>).

II B 5. Other Program-Specific Requirements

Students in the Frances Stern combined Master of Science/Dietetic Internship Program must complete a minimum of 33 semester hour units, including completing a Senior Project in their last spring semester by enrolling in three semester hour units of Directed Study coursework (with a Letter grading basis) under the tutelage of a Friedman faculty member arranged by the Frances Stern Nutrition Center), as well as a series of clinical internships. Students in the Frances Stern combined Master of Science/Dietetic Internship Program who would like to complete a second program (i.e., Nutrition, Interventions, Communication, and Behavior Change) must first complete all requirements before registering for a fifth semester as a student in their chosen second program.

Each academic program has specific course requirements that must be taken by all students in that program. The Degree Requirement Worksheets for each degree program are listed in Appendix 19.

II C. Specializations

The Specialization is intended to give students a degree of mastery over a particular subject area. The Specialization consists of a minimum of nine semester hour units (unless otherwise noted on the degree requirement worksheet) of which only one course may be a required course, and only one course may be a Directed Study course. Agriculture, Food and Environment students may also include their required Skills course for their Specialization. Courses taken outside of the Friedman School, including courses approved for transfer may be used for the Specialization. Proposals for a Specialization must be submitted via the Specialization Approval Request form (available at: <http://nutrition.tufts.edu/students/registrar/forms>), listing the title of the Specialization and the specific associated courses for the Specialization. The form must be signed by the Academic Advisor and the Division Chair. Students in degree programs that require them to complete a Specialization must submit the Specialization Approval Request form by the end of the Drop deadline of their third semester.

Some programs have defined Specializations; others permit the student to complete a Self-Designed Specialization with appropriate approvals. Refer to the degree program's Degree Requirement Worksheet for applicable Specialization requirements (see below in Appendix 19).

II D. Transfer to a Different Academic Program Within the School

All transfer requests to a different academic program must be approved by the student's current Division Chair/Program Director and by the Division Chair/Program Director of the program the student requests to enter. Before entering a new academic program, the student must meet all the academic program's prerequisites. Students must follow the Degree Requirement Worksheet and the Policies and Procedures Handbook in effect at the time of first registration in their new academic program.

A student who wishes to transfer to a different academic program must notify in writing by email his/her current Academic Advisor and Division Chair/Program Director, as well as the Division Chair/Program Director of the program into which the student desires to transfer (new Division Chair/Program Director). The request should contain a personal statement with the rationale for the change in terms of the student's professional goals and interests. Approvals of the Academic Advisor and both the current and new Division Chairs/Program Directors should be forwarded in writing by email to the Assistant Dean of Student Affairs. If approved, the student will be transferred by Friedman's Registrar to the new program in SIS and a new Academic Advisor will be assigned by the Assistant Dean.

Prior to approval of transfer to the new academic program, the new Division Chair/Program Director must communicate in writing or email to the student and Assistant Dean of Student Affairs which courses and other requirements from the previous degree program will meet requirements of the new degree program.

A student who is admitted to a program after completing some of the requirements of a different program must nonetheless complete all requirements of the program to which s/he is admitted. If the student wishes to be exempted from a requirement based on work completed in the program s/he was in before, this is handled as any other request for exemption from a requirement. A Doctoral student who transfers to a new academic program must take and pass the entire Qualifying Examination for the new academic program. This Qualifying Examination must include all three Qualifying Exam topic areas as specified for the new academic program.

II E. Semester Hour Units for Summer Courses

Students may complete Directed Study courses during the summer following the usual procedure. Students may only cross-register at Tufts Public Health in the summer semester and may not cross-register with any of the Friedman School's other cross-registration partners in the summer semester (see I A 4. Cross-Registration).

II F. Timetable for Completion of the Master's Degree

Full-time students typically finish the Master's degree in two years. Half-Time students typically finish the Master's degree in four years. Students who have not completed their degree requirements in this time may continue to take courses until their degree requirements have been completed. There is a limit of six years from first enrollment to completion of the degree. Students who have not completed their Master's degree requirements in this time may be dismissed from the program upon recommendation of the Curriculum and Degrees Committee. Such students may apply for readmission. Time elapsed during a formally approved Leave of Absence (see above section I I., "Leaves of Absence") is not counted as part of the six-year limit.

Students in the MNSP program will be able to finish their degree in four semesters (counting the summer). However, MNSP students may elect to do their degree by taking as few as one course per semester until the degree is finished.

Students in programs requiring an Internship typically complete the Internship requirement during the summer between the first and second years of study, but this timing is not mandatory.

Students must submit the Degree Requirement Worksheet form approved by their Academic Advisor and the Division Chair/Program Director to Friedman's Registrar when they apply for graduation in SIS at the beginning of the semester in which they expect to complete all the requirements for the master's degree.

II F 1. Readmission to the Master's Program

A student who withdraws or is dismissed from the Master's Program may reapply for admission. If re-admitted, the student will be treated as a new, incoming student. This means that s/he must fulfill all course requirements or be exempted based on previous coursework completed within the last seven years or demonstrated competency in the area of study; s/he may petition the Academic Dean to count coursework completed while previously enrolled at the Friedman School toward the new requirements.

II G. Entering the Doctoral Program from the Master's Program

II G 1. Applicant with Master's Degree Outside of the Friedman School

Students in the Friedman School's Doctoral program must have a Master's degree or equivalent education. If the student was accepted to the Friedman School while completing a Master's degree but does not receive the Master's degree before starting at the Friedman School, admission may be rescinded.

II G 2. Applicant with Master's Degree from the Friedman School

Students in the Master's program wishing to enter the Doctoral program of the Friedman School must submit a formal application to the Friedman School. This is usually done in the first semester of the second year of full-time study, at any time up to the Admissions application deadline, usually in early January. In some cases, additional coursework is required of Doctoral students beyond that required for the Master's. Students planning to continue in the Doctoral program can plan their Master's degree coursework to fulfill these requirements and to begin preparation for the Qualifying Examination. Students entering the Doctoral program from the Master's program are governed by the policies and procedures in effect at the time they officially enter the Doctoral program.

Students continuing from the Master's to the Doctoral program are officially considered to be in the Doctoral program as of the date stipulated in their letter of acceptance into the program.

University information systems include the student in the Master's degree program until the student has completed their requirements and awarded the Master's degree.

II H. Cost of the Master's and PhD Degrees

The total cost of the Master's degree is four full-time semesters of tuition, irrespective of the time taken to complete the degree requirements. The total cost of the Doctoral degree is four full-time semesters of tuition, irrespective of the time taken to complete the degree requirements. If a student completes a Friedman School Master's degree program and then matriculates into the Doctoral program, the total semesters of tuition is reduced to six. If students have met the tuition obligation of the School but have not completed their degree requirements (this includes combined degree programs), the continuing student tuition and semester fees will be billed to their account in SIS.

The tuition rate for the Frances Stern Dietetic Internship is different, given the course requirements. Four full-time semesters of tuition at a lower rate must be paid to Tufts. In addition, an Internship Fee must be paid to the Tufts Medical Center Hospital. If students in the Frances Stern program complete a second program, tuition in the fifth semester will equal the tuition paid by students in their chosen second program.

The tuition for the students in the MNSP program is the cost of thirty semester hour units of coursework.

The combined degree offered by the Friedman School and The Fletcher School award two Master's degrees after six full-time semesters of study, with three full-time semesters of tuition paid to the Friedman School and three full-time semesters paid to The Fletcher School.

The combined degree offered by the Friedman School (AFE or FANPP programs) and the Urban Environmental Policy and Planning in the Graduate School of Arts, Science and Engineering award two Master's degrees after six full-time semesters of study, with three full-time semesters of tuition paid to the Friedman School and three full-time semesters paid to the School of Arts and Sciences.

The MS/MPH combined degree program awards two degrees after five full semesters of study, with three full-time semesters of tuition paid to the Friedman School and two full-time semesters of tuition paid to the School of Medicine.

Two full-time semesters of tuition are charged for the MAHA degree, the annual rate being equal to the standard rate for campus-based MS or PhD degrees at the Friedman School.

Two full-time semesters of tuition are charged for the SWM-MS 12-month degree which includes a summer practicum.

An individual who registers for a course(s) offered at the Friedman School on a "Special Student" (non-degree seeking) basis will pay for each individual course s/he takes. If the individual registers for these courses via "Special Student" status through the Friedman School (i.e., the student is billed by and tuition is paid to the Friedman School), the tuition paid will be credited to his/her account should s/he decide to apply to the Friedman School and become a degree-seeking student.

II H1. Tuition Remission for Tufts University Employees

Tuition remission is a University benefit for full-time employees who wish to take courses or pursue a degree. Full-time employees are eligible for the University to pay for two three semester hour units of coursework each semester. In order to obtain a degree, certain special requirements must be satisfied that affect the timing and sequence of courses. It is important that you contact the Office of Student Affairs as soon as you begin taking classes using the tuition remission benefit.

The School within the University for whom the employee works is responsible for paying the tuition. The tuition remission money is paid, on behalf of the employee, to the School in which s/he is enrolled in coursework.

If an employee is attempting to pay for his/her whole degree at the Friedman School using tuition remission benefits, the equivalent of a minimum of 48 semester hour units must be taken during the fall or spring semesters so that the full-time tuition amount will accrue to the Friedman School. Employees who seek to complete a degree in the Friedman School must meet the tuition requirement for their degree. For courses taken at Tufts University schools other than the Friedman School, prior to matriculation in the Friedman degree program, please consult the Office of Student Affairs to discuss if

prior courses taken will contribute to the Friedman School tuition requirement. Courses taken by employees during the summer session offered at the Tufts Schools of Arts and Sciences and Engineering can be paid for by tuition remission. However, the money for summer courses is paid directly to the summer school program and not to the Friedman School. These students may find that they have completed their course requirements but have not fulfilled their total tuition requirement for completion of a degree at the Friedman School. The rates for tuition by program are approved annually by the Trustees. Please contact the Office of Student Affairs for additional information.

II I. Deadlines and Procedures for Awarding of Master's Degrees at Tufts University

II I 1. Preparing for Graduation and Board of Trustees Deadlines

Master's degree students are required to submit their Degree Requirement Worksheet approved by their Academic Advisor and the Division Chair/Program Director to Friedman's Registrar at the beginning of the semester in which they intend to complete their degree. Students should discuss their intentions with their Academic Advisor prior to this notification.

Degrees are awarded three times per year by the Tufts University Board of Trustees; these Trustee meetings usually take place in late August/early-September, early February, and mid-May. The deadline dates when students are required to apply to graduate in SIS are noted on Friedman's Academic Calendar. When students meet all degree requirements, they must graduate at the end of the semester in which those requirements are met. The list of degree candidates, signed by the Dean, is sent to the Academic Affairs Committee of the University well in advance of the Trustees' meetings. All final work in courses or other degree requirements such as Internships, CITI requirement, the submission of forms required for awarding the Master's degree, and completion of the online Exit Survey for Graduating Students must be completed before the student's name as a candidate to graduate can be sent to the Academic Affairs Committee of the Board of Trustees as a candidate for graduation. As a result, Master's students should plan to have their degree requirements completed and all of their Graduation Checkout items completed at the latest by two weeks before the Board of Trustees meet to vote on the School's candidates for graduation.

II I 2. Requirements for Graduation

Master's students must complete the following steps in order to graduate:

- Fulfill all degree requirements (i.e., courses, Internship, specialization (as appropriate), submission of CITI Completion Report PDF), complete all semester hour units requirements, and earn a minimum cumulative GPA of 3.0).
- Log in to SIS (go.tufts.edu/sis) and submit an Application to Graduate by the deadline date noted on Friedman's Academic Calendar.
- Complete the online Exit Survey for Graduating Students. You will be notified when it is available for completion via email.
- Submit a completed Degree Requirement Worksheet with the Intent to Graduate section approved by the Academic Advisor and Division Chair/Program Director. Also, include with your completed Degree Requirement Worksheet submission an approved Self-Designed Specialization form, as needed (if the approved Specialization title has not already been entered to your academic record/transcript in SIS). Additionally, submit a completed Exemption Petition if an approved exemption for a course or requirement has not already been entered to your academic record/transcript in SIS. The Degree Requirement Worksheets are available at: <http://nutrition.tufts.edu/students/registrar/degree-requirement-worksheets> (students should complete the Worksheet associated with the semester that they started at Friedman) and the Specialization Approval Request Form and the Exemption Petition forms are available at: <http://nutrition.tufts.edu/students/registrar/forms>.

III. Degree Requirements: PhD

III A. Summary of the Requirements for the PhD Degree

The Doctoral program includes multiple requirements and milestones that have been developed to promote academic and professional development. The major requirements are listed below and are followed by a tracking sheet document that may be used by Doctoral students for the purpose of tracking progress and planning as steps and requirements are completed. A graphic overview for completion of the Doctoral Program and description of specific requirements and processes follows the tracking sheet document, and additional academic program-specific requirements are found in the Degree Requirement Worksheets (<http://nutrition.tufts.edu/students/registrar/degree-requirement-worksheets>). Students accepted into the Doctoral program achieve candidacy for the PhD degree only after passing the doctoral Qualifying Examination and are required to follow the milestones described below. Students who do not successfully pass the doctoral Qualifying Examination (after a second attempt) are dismissed from the Friedman School.

Major requirements of the Doctoral program include the following steps:

1. Completion of the Individualized Development Plan (myIDP), and submission of the Annual Progress Report (APR) to document progress over the past year;
2. Declaration of a Specialization with an academic program comparable to those required of the Friedman School's master's degree, based on Friedman School courses or their equivalents;
3. Demonstration that Core courses (or their equivalents) required for the Friedman School Master's degree within the student's academic program have been passed or have been formally exempted and recorded in their academic record/transcript in SIS;
4. Additional courses during the Doctoral program may be required by some academic programs;
5. Completion of a minimum of twelve semester hour units during the Doctoral program if admitted with completion of a Master's degree outside the Friedman School;
6. Successful completion of the Doctoral Qualifying Examination, which includes submission and defense of a written research proposal, and demonstration of competence in general nutrition, as well as two additional program-specific subjects. Completion of the Qualifying Examination results in acceptance into PhD candidacy.
7. Doctoral students have a maximum of three months after passing the Qualifying Examination to submit their Thesis Letter of Intent. Students may petition the Academic Dean for additional time.
8. Completion of the Compact between Doctoral Candidates and her/his Thesis Committee;
9. Completion of a written Thesis Proposal and presentation of the Thesis Proposal in a seminar to the Thesis Committee and the Tufts University community. The Thesis Proposal must be formally approved by the Thesis Committee;
10. PhD candidates must meet at least every four months with their Thesis Committee to discuss their research and their progress toward completion of the PhD thesis. This applies once the Thesis Letter of Intent is approved;
11. PhD candidates must complete an original, independent research project and write this as a unified work based upon guidelines set by the Friedman School;
12. Presentation of the completed Thesis to the Thesis Committee for final review and oral defense of the Thesis before the Thesis Committee and the Tufts University community. The Thesis must be formally approved by the Thesis Committee.

III A 1. Detailed Action and Timing to Complete Fulfillment of PhD Degree Requirements

The PhD Forms referenced below are available at: <http://nutrition.tufts.edu/students/registrar/forms>.

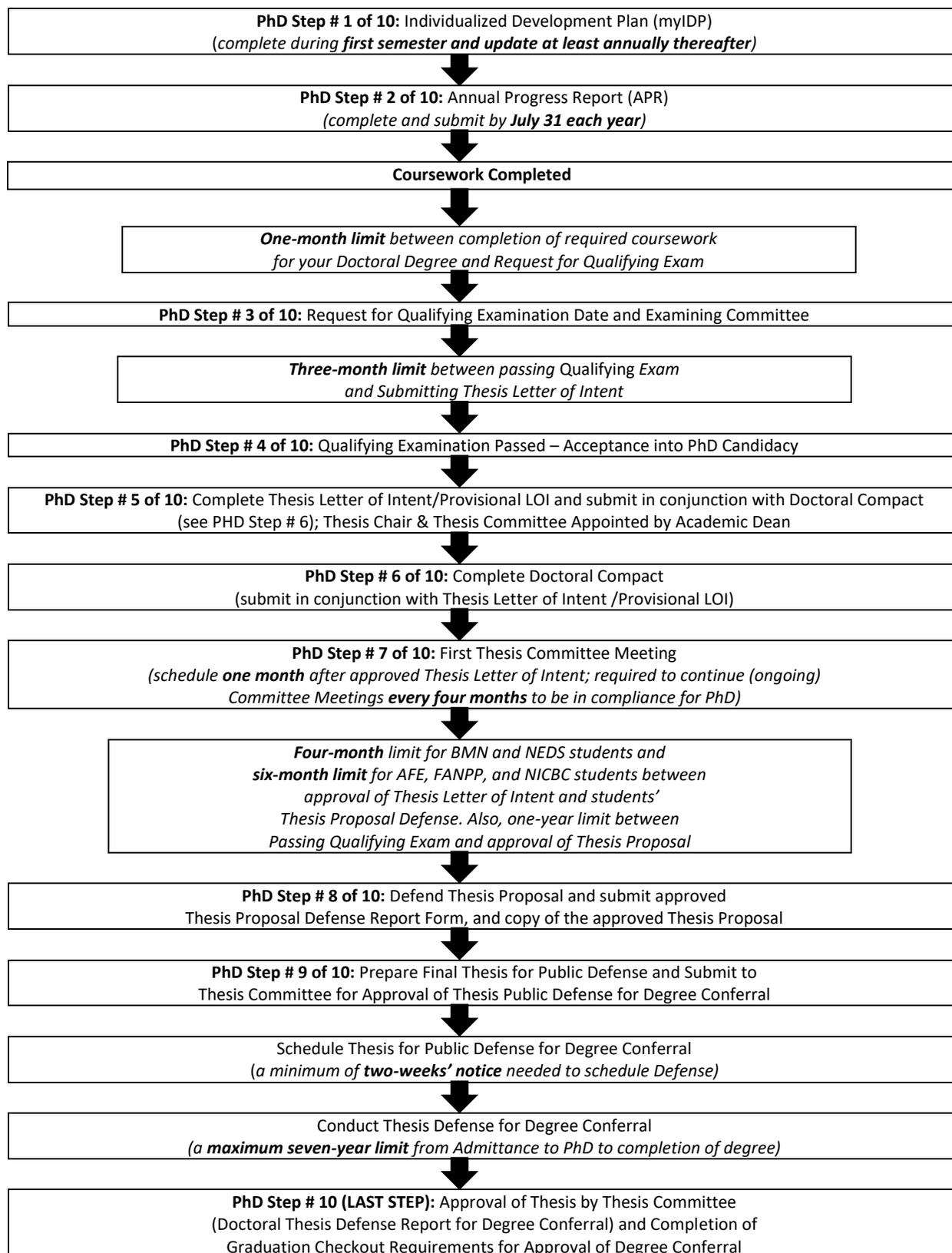
Note: Part-Time PhD students may send a petition to the Academic Dean for modification of the timing of the PhD Degree Requirements

REQUIREMENT/ACTION	TIMING TO COMPLETE	USE TO TRACK DATE COMPLETED
<p>PhD STEP # 1 of 10: Individualized Development Plan (myIDP)</p>	<p>- Complete myIDP (https://myidp.sciencecareers.org/) during the first semester of the Doctoral degree and update it at least annually thereafter but students are not required to submit the myIDP to the Academic Dean or to share or discuss it with faculty advisors/mentors. However, all students are strongly encouraged to discuss their IDP with their Academic Advisor or Thesis Chair or other faculty mentors.</p> <p><i>Email date of completion to PhDforms@tufts.edu; not required to submit a copy of their myIDP.</i></p>	
<p>PhD STEP # 2 of 10: Annual Progress Report (APR)</p>	<p>- Complete the APR Form each year. The APR summarizes student progress in meeting academic and professional development goals over the past year. APRs are due by July 31st each year and a copy of the completed APR must be submitted to the Academic Dean via email to PhDforms@tufts.edu.</p> <p><i>Submit the completed Annual Progress Report Form to PhDforms@tufts.edu for Academic Dean to review).</i></p>	
<p>PhD STEP # 3 of 10 Request Qualifying Examination Date and Examinations Committee</p>	<p>- Complete the Request for Doctoral Qualifying Examination Form one month (at a maximum) after completion of all coursework.</p> <p><i>Submit this completed Request Form to PhDforms@tufts.edu; this Request Form is shared with the Academic Dean so an Examining Committee can be assigned (Academic Dean notifies student by email).</i></p>	

REQUIREMENT/ACTION	TIMING TO COMPLETE	USE TO TRACK DATE COMPLETED
<p>PhD STEP # 4 of 10 Complete Qualifying Examination</p>	<p>- Complete the written and oral Qualifying Examination by the dates determined by student and Examining Committee.</p> <p><i>Examining Committee Chair or Committee member submits completed Qualifying Examination Report Form to PhDforms@tufts.edu for student's file and the date that the student passed is added to student's academic record/transcript.</i></p>	
<p>PhD STEP # 5 of 10 Thesis Letter of Intent</p>	<p>- Complete Thesis Letter of Intent Form three months (maximum) after passing Qualifying Examination.</p> <p><i>Submit completed Thesis Letter of Intent Form and required attachments in conjunction with PhD STEP # 6 of 10 (Doctoral Compact Form) to PhDforms@tufts.edu; the Form and attachments are shared with Academic Dean. (Academic Dean notifies student by email with approval of Thesis of Letter of Intent and assigns the student's Thesis Chair & Thesis Committee.)</i></p>	
<p>PhD STEP # 6 of 10: Doctoral Compact</p>	<p>- Complete the Doctoral Compact Form in conjunction with development of the Thesis Letter of Intent (above). All current students at the Thesis Letter of Intent stage or beyond should complete the Doctoral Compact unless graduation is anticipated in the coming semester. Note: The Doctoral Compact must be completed in advance of first Thesis Committee Meeting.</p> <p><i>Submit completed Compact Form in conjunction with PhD STEP # 5 of 10 (Thesis Letter of Intent) to PhDforms@tufts.edu for student's academic file and noted in PhD Degree Progress Tracking.</i></p>	
<p>PhD STEP # 7 (ongoing) of 10: First Thesis Committee Meeting</p>	<p>- Attend first Thesis Committee Meeting one month (maximum) after approval of Thesis Letter of Intent and assigned Thesis Committee.</p> <p><i>Submit to PhDforms@tufts.edu completed Thesis Committee Report Form and obtain signatures of Thesis Committee members in attendance and emails confirming attendance from Committee members attending remotely; form is added to student's academic file and noted in PhD Degree Progress Tracking.</i></p>	

REQUIREMENT/ACTION	TIMING TO COMPLETE	USE TO TRACK DATE COMPLETED
Ongoing Thesis Committee Meetings	<p>- Schedule and attend a Thesis Committee Meeting every four months.</p> <p><i>Submit completed Thesis Committee Report Form to PhDforms@tufts.edu for student's academic file and noted in student's PhD Degree Progress Tracking.</i></p>	
PhD STEP # 8 of 10: Thesis Proposal Defense	<p>- Defend Thesis Proposal and submit Thesis Proposal Defense Report Form four months (maximum) for BMN and NEDS students and six months (maximum) for AFE, FANPP, NICBC students and following Academic Dean's approval of Thesis Letter of Intent and assigned Thesis Committee.</p> <p><i>Submit the completed Thesis Proposal Defense Report Form to PhDforms@tufts.edu so fulfillment of this step may be filed in student's academic file and recorded in student's PhD Degree Progress Tracking.</i></p>	
PhD STEP # 9 of 10: Approval of Thesis for Public Defense for Degree Conferral and Scheduling of Thesis Defense	<p><i>The completed Approval of Thesis for Public Defense for Degree Conferral Form needs to be submitted to Friedman's Registrar as a first step toward the Graduation Checkout process (e.g., scheduling date of public Defense and submitting Abstract for Defense).</i></p>	
PhD STEP # 10 (LAST STEP): Doctoral Thesis Defense Report for Degree Conferral	<p>- Bring the Doctoral Thesis Defense Report for Degree Conferral Form to your public Defense; Thesis Chair and all Thesis Committee Members must sign page 1 of this form and student must submit to Friedman's Registrar for Graduation Checkout.</p> <p>- If student has minor changes, once these edits are completed, student must submit to Friedman's Registrar page 2 of this form with Thesis Chair approval of the minor edits.</p> <p>- If student has major changes, once these edits are completed, student must submit to Friedman's Registrar page 2 of this form with Thesis Chair's approval AND approval from ALL members of Thesis Committee (electronic signature and email approval are accepted).</p>	
Completion of Degree	<p>Friedman's Registrar approves PhD student for graduation in SIS upon student's completion of fulfilling degree requirements and all required Graduation Checkout items.</p>	

III B. Graphic Overview for Completion of Doctoral Program



III B 1. Timing of the PhD Degree

The amount of time taken to complete the PhD varies depending on the student's previous preparation, the nature of the doctoral research, and other circumstances. University policy states that there is a time limit of seven years from first registration in the Doctoral program to completion of the degree. Students who fail to complete their degree requirements in the allotted time or fail to adhere to the “Graphic Overview for Completion of Doctoral Program” in the above section III B., may be dismissed from the program by the Academic Dean upon recommendation of the Curriculum and Degrees Committee. Students who have been dismissed may apply for re-admission; students who have been dismissed from the School because the Qualifying Examination was not passed, however, may not be re-admitted. If a student has taken an approved Leave of Absence from the Friedman School, the time the student was on Leave does not count against the seven-year time limit.

The total cost of the PhD is six full-time semesters of tuition for students who complete both a Master’s degree and a PhD degree at the Friedman School. It is four full-time semesters for students entering the Friedman School for the PhD degree only. Continuing student tuition and semester fees are paid each semester that a student is enrolled after the student has paid the required tuition. The continuing student tuition and semester fee amounts are posted on the Friedman School webpage at: <http://nutrition.tufts.edu/admissions/tuition-expenses-financial-aid>. Registration deadlines and late registration penalties apply. Students should check this webpage each new academic year that they are matriculated in their program to review the new tuition rates, required semester fees, and continuing student tuition (see I C 1. Tuition and Fee Structure).

III C. Readmission to the PhD Program

A student who withdraws or is dismissed from the Doctoral Program may reapply for admission. If re-admitted, the student will be treated as a new, incoming student. This means that s/he must fulfill all course requirements or be exempted based on previous coursework completed within the last seven years or demonstrated competency in the area of study; s/he may petition the Academic Dean to count coursework completed while previously enrolled at the Friedman School toward the requirement to take a minimum of twelve semester hour units while enrolled. The student must re-take the Qualifying Examination (see below section III E.). Finally, s/he is subject to the “Graphic Overview Completion of Doctoral Program” outlined in above section III B., starting from the date of new registration.

III D. Individualized Development Plans (myIDP)

The Individualized Development Plan (myIDP) is a tool designed to assist students in identifying and achieving professional development goals. Doctoral students are required to complete their myIDP at <https://myidp.sciencecareers.org/> in their first semester and to update it at least annually thereafter but are not required to submit the myIDP report to the Academic Dean or to share or discuss it with faculty advisors/mentors. However, all students are strongly encouraged to discuss their IDP with their academic advisor or thesis chair or other faculty mentors. Submission of the date (month/date/year) of completion of the IDP is required and the date should be emailed to PhDforms@tufts.edu. However, submission of the completion date does not need to be accompanied with a copy of the IDP.

III D1. Annual Progress Report (APR)

The Annual Progress Report (APR) is a tool designed to help the student assess progress toward the goals initially identified in the IDP and thereafter modified. All continuing doctoral students are required to complete the Annual Progress Report each year. The Annual Progress Report summarizes student progress in meeting academic and professional development goals over the past year. Annual Progress Reports are due by July 31st each year, and a copy of the completed Annual Progress Report must be

submitted to the Academic Dean via PhDforms@tufts.edu. Students and faculty will be alerted to resources at the University that may contribute to professional development goals identified in the IDP and Annual Progress Report. Students and faculty may also contact the Office of Student Affairs or the Academic Dean to discuss appropriate resources. The Annual Progress Report is available at: <http://nutrition.tufts.edu/students/registrar/forms>.

III E. The Qualifying Examination for Entrance into PhD Candidacy

III E 1. Purpose of the Examination

The Qualifying Examination is intended to demonstrate the student's mastery of certain topic areas and his/her competence to conduct thesis research. Passing the Qualifying Examination is the prerequisite for admission to the PhD candidacy. No student may submit a Thesis Proposal for approval prior to admission to candidacy.

III E 2. Timing of the Examination

Full-time students must request the Qualifying Examination within one month after completion of coursework needed to fulfill Friedman School degree requirements. Students are encouraged to take the Qualifying Examination as soon as possible after the first registration in the Doctoral program. Students completing their MS at the Friedman School who have been officially admitted to the Doctoral program may take their Qualifying Examination after completing the MS but before registration in the Doctoral program the following semester. Students may take the Qualifying Examination prior to the completion of required coursework but must consult with their Academic Advisor prior to this decision.

III E 3. Topic Areas for the Qualifying Examination

The topic areas for the Qualifying Examination in each program are as follows:

Agriculture, Food and Environment:

1. General Nutrition
2. Agriculture, Food, and Environment
3. Student's Specialization
4. Defense of the written research proposal prepared by the student

Food and Nutrition Policy and Programs:

1. General Nutrition
2. Food Policy
3. Student's Specialization
4. Defense of the written research proposal prepared by the student

Biochemical and Molecular Nutrition:

1. General Nutrition
2. Nutritional Biochemistry
3. Student's Specialization
4. Defense of the written research proposal prepared by the student

Nutritional Epidemiology and Data Science:

1. General Nutrition
2. Nutritional Epidemiology and Biostatistics
3. Student's Specialization
4. Defense of the written research proposal prepared by the student

Nutrition Interventions, Communication and Behavior Change:

1. General Nutrition
2. Study Design and Interventions
3. Communications and Behavior Change
4. Defense of the written research proposal prepared by the student

The General Nutrition component of the Examination will cover subjects related to the general science of nutrition, as well as the application of that science to policies and programs. Students who wish to be examined in an area other than their Specialization may petition the Academic Dean, with the approval of their Academic Advisor, to be examined in a different area. Areas for examination must be supported by at least nine semester hour units of graduate-level coursework, which may be taken outside of the Friedman School.

For most students, the selected areas for examination will serve as the foundation for future thesis research. However, since the Thesis Proposal is submitted after the Examination, the Examination and the thesis research are not formally tied to one another.

III E 4. The Examining Committee

When a student and the Academic Advisor agree that the student is prepared to take the Qualifying Examination, the student must submit a Request for Doctoral Qualifying Examination Form to the Academic Dean. The request must specify the testing areas as described above, and must be signed by the student, the Academic Advisor, and the proposed Thesis Chair. The Examining Committee, including a Chair, is appointed by the Academic Dean and the student and Examining Committee is notified by email.

The Examining Committee is composed of three individuals with Doctoral-level degrees. At least two members must be Friedman School faculty members. A student's Academic Advisor may not be a part of the Examining Committee. A student may indicate on the Request for Doctoral Qualifying Examination Form that a specific faculty member not be appointed to their Examining Committee. This information will be held in confidence. Only one such request may be made.

III E 5. Scheduling the Examination

The Committee and the student must agree on a time at which the written examination question will be given to the student by a Friedman School staff member designated by the Academic Dean, and on a time (typically three to five weeks later) at which the student will take the oral Qualifying Examination. The designated staff member formally notifies the student, the members of the Examining Committee, as well as the Academic Dean of these dates in writing, usually by email announcement. This is usually within eight to ten weeks after the Examining Committee is appointed.

III E 6. The Format of the Examination

III E 6a. Examination Overview

The Qualifying Examination consists of a written research proposal, and an oral examination covering four areas, each with equal weight. The four areas for the examination are as specified in above section III E 3. "Topic Areas for the Qualifying Examination."

Below summarizes the Qualifying Examination process:

1. Dates for when the research question will be delivered to the student and for the oral Qualifying Examination are scheduled and provided to the student and the committee. The oral Qualifying Examination takes place at least three weeks after the student receives the question to allow the Examining Committee at least two weeks to evaluate the submission;
2. Students will be given a research question and will have seven days to develop a written response in the form of a research proposal;
3. The student will proceed directly to the oral Qualifying Examination without any feedback from the examiners or from any other person on the content or quality of the written research proposal;
4. Defense of the written research proposal will be one of four areas of examination during the Qualifying Examination;

5. Failure of any one of the four areas of the Qualifying Examination will constitute a failure of the oral examination;
6. A failure of the research proposal component can result from an inappropriate written proposal or a failure of its oral defense;
7. A failure of the research proposal component will be handled in the same manner as would a failure in the other examination areas, as follows:
 - a. General areas of deficiency or weakness will be communicated to the student to help in preparation for a second examination.
 - b. Whether or not the student passed the research proposal component at the first Qualifying Examination, the research proposal remains a topic area for examination at the second Qualifying Examination.
8. Under some circumstances a student may be required to modify or rewrite the proposal even if the student fails the research proposal component of the Qualifying Examination. However, a new research question can be assigned at the discretion of the Examining Committee.

III E 6b. Written Research Proposal Component

Purpose of the Written Component

The intent of the written component of the doctoral Qualifying Examination is to assess the preparedness of the student to develop testable research hypotheses and design a feasible study to test those hypotheses, expressed in the form of a research proposal. This component of the Qualifying Examination should demonstrate an understanding of what constitutes high quality research, including its feasibility, coherence, appropriateness of design and ethical conduct. Specifically, the written component should test the student's ability to:

1. Explain the significance of a research question in the context of current knowledge;
2. Develop one or more testable hypotheses from a broadly stated research question;
3. Specify valid, measurable variables to be used to test the research hypothesis(es);
4. Develop a feasible research design and employ appropriate tools to collect needed data to test the hypotheses;
5. Design appropriate, relevant statistical analyses for these hypotheses in the context of the proposed design;
6. Specify the logistics, timing, and resources required to conduct the proposed study;
7. Describe the expected findings of the proposed study, identifying the new knowledge that they provide, and indicate their potential implications, and any limitations relative to the research question.

Format of the Research Question

The Examination question takes the form of a research topic relevant to the student's program of study. The question is stated in a manner that will allow the student the opportunity to develop one or more specific research hypotheses.

Specific requirements can be stipulated by the Committee (such as location of the study, population, age, resources, etc.) if they do not compromise the intent of the independent development by the student of testable hypotheses and specification of variables, study design and resources to be used in an original research project.

The question typically contains a brief background statement (two to four sentences) to help the student place the examination question into the appropriate context.

Format of the Written Component of the Qualifying Examination

One of two research proposal formats will be required for students to use at the discretion of the Examination Chair. The required format for the Written Component will be stipulated when the Examination question is assigned to the student.

Format of the Research Proposal Component of the Qualifying Examination for Students in Food and Nutrition Policy

General Instructions:

1. The proposal should be understandable by a scientifically literate reader who does not have direct experience with the focus of the proposed research. Table 1 below lists typical elements, the maximum total length and approximate lengths for each element.
2. The proposal should be double-spaced using 12-point font. Use standard paper size (8 ½" x 11) with at least 1-inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins except page numbers. Color graphics may be used, but distinctions should be visible in grayscale when the proposal is printed and reviewed by examiners in black and white.

Table 1. Research Proposal Elements for Students in Food and Nutrition Policy	
Required Element	Maximum total length: 30 double spaced pages (typical lengths for each section detailed below)
Abstract	150-200 words
Problem statement	
Motivation and objectives	2
Contribution to the literature	4
Anticipated results and impact	2
Research design	
Hypotheses	1
Study design and data requirements	10
Analysis plan and statistical methods	6
Logistics, timing and resource requirements	3
Ethics and protection of human subjects	2
References, tables and charts	No limit

The sections below describe the purpose of each element. For all sections other than the abstract, lengths shown are merely indicative. Research proposals may vary in the length of each section, as long as the total remains under 30 pages of text, plus references and any tables or charts.

Abstract (maximum of 200 words)

Provide a succinct and accurate description of the proposed research. State the project's broad, long-term objectives and specific goals, anticipated results and impact on society, and your research design in terms of hypotheses, data and methods. This section should be understandable to any literate reader, and also allow a specialist in your field to distinguish your project from others in the same field. Extreme brevity is highly desirable, hence the limit of 200 words.

Problem statement

This part of the proposal describes the problem that your research will help solve. The three elements described below are frequently used, but some situations might call for different section headings or sequence of presentation. Typical lengths are shown below, but shorter is better, with the total for all sections adding up to less than 30 pages.

Motivation and objectives (≈2 pages)

This section typically provides a brief summary of the situation that your research aims to improve, and the goals that your research can realistically achieve. Your motivation and objectives should be sufficiently broad as to interest the funder and a wide range of readers, and yet specific enough to be feasible for you. You may use the public health language of long-term goals, specific aims and principal outcomes, or use the program design terminology of strategic objectives and intermediate results, as long as the reader can clearly see why investing in this project is likely to be worthwhile.

Contribution to the literature (≈4 pages)

This section places your work in the context of previous research, identifying the specific precedents that you will use in your work. This is not a literature review of everything written on your topic, nor a systematic review of previous results, but a specific reference to the previous publications that establish the importance of your problem and the validity of your approach. Your goal should be to establish why the particular methods and data sources you propose are likely to generate robust new findings.

Anticipated results and impact (≈2 pages)

Before specifying your own research design, it is often useful to explain what you are looking for, to explain what changes in programs, policies or practices might follow from successful pursuit of your research. This section answers the “so what?” question regarding how your contribution to the scholarly literature might influence real-world outcomes.

Research Design

This part of the proposal explains how you will solve the problem that motivates your work. Your motivation and objectives could potentially be met in a variety of ways, and the following elements are used to explain the specific way you intend to accomplish your goals.

Hypotheses (≈1 page)

This section, sometimes called “Theory”, provides the logical framework through which you intend to interpret the data you observe. Most studies derive hypotheses from a combination of previous observations and logical inferences, which you should summarize briefly here.

Study design and data requirements (≈10 pages)

This section describes how you will observe things in such a way as to test your hypotheses. In some cases, you will use a randomized trial, field experiment or other methodology with a tightly controlled data collection process. In other cases, you will use surveys or other observational data in which statistical techniques play a larger role in hypothesis testing. You may also be collecting data to populate and calibrate a simulation model or conducting qualitative research of various kinds. This section should describe how you will obtain all of the data you anticipate needing, and why you believe those data to be sufficient to fulfill your objectives. The section should also highlight how your design has addressed limitations of previous work, what limitations remain, and alternative strategies that might be open to future researchers beyond the study you propose.

Analysis plan and statistical methods (≈6 pages)

This section describes how you will interpret your data to test your hypotheses. In a few cases, the methods are largely embodied in the data collection strategy, so very little interpretation is needed. For

example, an ideal randomized trial might permit outcomes across treatments to be compared directly with no transformation of the data and only the simplest statistical test. In most studies, however, the raw data must be transformed and interpreted using a variety of statistical techniques trusted by scholars in that field.

Logistics, timing and resource requirements (≈3 pages)

This section should summarize the timeline of your research in a bulleted list or table of milestones to be reached in each period of time, typically in expressed in months over the expected duration of the study, and any other logistical information needed for readers to understand how your work is likely to be implemented. The section should then itemize the resources required in terms of people, transportation and lodging, software, equipment, supplies and so forth. You do not need to identify the monetary cost of each resource but must show that you have thought through the logistics and timing of your research, and how it could realistically be conducted if funds were available. Summarize the list of resources required in a clear, carefully formatted table using a standard budget format, with rows for specific items and columns for any needed description of those items and the quantity required. The typical sequence starts with personnel time in days, or as a percentage of full-time-equivalent (FTE) per month, then travel showing the number and duration of trips to each destination, and any needed software, equipment and supplies. For this proposal, you need to list only the quantities, whereas for an actual grant you would list prices and total expenditure including fringe benefits for personnel, and indirect “overhead” costs for institutional support. After the table of resource requirements, you should write a brief justification the quantities of each item listed.

Ethics and protection of human subjects (≈2 pages)

If human subjects are involved in the research plan, address each of these elements:

1. Briefly state proposed methods for recruiting any human subjects;
2. Summarize the process for obtaining informed consent (who will obtain, where/how, from whom, in what form);
3. Explain how confidentiality will be managed;
4. Describe any known potential risks to subjects (physical, psychological, financial, legal, or other) and how these risks will be minimized;
5. Describe how any benefits (to individual participants and/or to society) outweigh these risks.

Students may wish to consult the Social, Behavioral and Educational Research IRB website for further information about how to appropriately respond to this section: <https://viceprovost.tufts.edu/sberirb/>.

Format of the Research Proposal Component of the Qualifying Examination for Students in Nutritional Biosciences

General Instructions:

1. The proposal should be understandable by a scientifically literate reader who does not have direct experience with the focus of the proposed research. Table 2 below lists the required elements and the maximum length for each element.
2. The proposal should be double-spaced using 12-point font. Use standard paper size (8 ½" x 11) with at least 1-inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins except page numbers. Color graphics may be used, but distinctions should be visible in grayscale when the proposal is printed and reviewed by examiners in black and white.

Required Elements	Maximum Length (Double Spaced Pages)
Project Summary	2
Specific Aims	2
Research Strategy	
Significance	4
Approach	18
Human Subjects and/or Vertebrate Animals	2
Resources and Resource Justification	2
References	No limit

Project Summary (up to 2 pages)

The purpose of the Project Summary/Abstract is to succinctly describe succinctly major aspects of the proposal. The following elements should be included:

1. A brief background of the project
2. Specific aims, objectives, or hypotheses
3. Significance and relevance of the proposed research to nutrition and health
4. Methods
5. Expected results
6. A description of how results will affect research in the field

Specific Aims (up to 2 pages)

State the overall goals and testable hypotheses of the propose project. Summarize the expected outcomes and briefly describe the impact of these outcomes.

Succinctly describe the specific objectives proposed to achieve the goals of the project.

Research Strategy

Significance (up to 4 pages)

In this section, summarize existing knowledge in the area of the project topic. Explain the importance of the problem and the importance of the hypothesis to be tested. Indicate how results will fill knowledge gaps and will advance the field.

Approach (up to 18 pages)

In this section, describe the methods to be used to accomplish the specific aims of the project: Provide an overview of the experimental design. Each of the below elements should be addressed in this section:

1. Methods and analyses to be used to accomplish the specific aims of the project
2. How data will be collected, analyzed, and interpreted
3. Potential difficulties and limitations and how these will be overcome or minimized, and alternative strategies
4. Expected results, and alternative approaches that will be used if unexpected results are found
5. A timetable for conduct of all phases of the project

Human Subjects and Vertebrate Animals (up to 2 pages)

If human subjects are involved in the research plan, address each of these elements:

1. Briefly state proposed methods for recruiting any human subjects
2. Summarize the process for obtaining informed consent (who will obtain, where/how, from whom, in what form)
3. Explain how confidentiality will be managed
4. Describe any known potential risks to subjects (physical, psychological, financial, legal, or other) and how these risks will be minimized
5. Describe how any benefits (to individual participants and/or to society) outweigh these risks.

Students may wish to consult the Social, Behavioral and Educational Research IRB website for further information about how to appropriately respond to this section: <https://viceprovost.tufts.edu/sberirb/>.

Resources and Resource Justification (up to 2 pages)

Summarize the resources needed to complete all phases of the proposed research. Use the format in Table 3 below; *the text in italics provides examples only* and should not be included in your Resource table. Quantify the number or amount of needed resources. Do not indicate the cost of resources. In a section labeled Resource Justification that follows the Resource table, briefly state the justification for each resource (1-3 sentences for each resource). State how and why the number or amount for each resource was calculated.

Table 3 Resources for Entire Project Period <i>(Entries in italics are examples)</i>		
Category	Resources	Quantification
Personnel (role and % effort)	<i>Principal Investigator</i> <i>Biostatistician for microbiome analysis</i>	<i>90%</i> <i>5%</i>
Materials & Supplies	<i>LC/MS measurement of serum vitamin K metabolites</i> <i>Food frequency questionnaires (includes questionnaire and analysis)</i>	<i>400 samples</i> <i>200</i>
Animal or Human Study	<i>Ob/Ob mice</i> <i>Study stipends</i>	<i>100 mice</i> <i>44 subjects</i>
Travel	<i>Travel to EB to present results</i>	<i>1 trip</i>
Publications	<i>Publication costs</i>	<i>3 publications</i>
Other		

Preparation of the Research Proposal Component of the Qualifying Examination

The written research proposal should reflect the student's knowledge and preparedness to undertake doctoral research. The student should receive no assistance from the faculty or students or any other person when preparing the written Examination except for clarification from the Chair of the Examination

Committee. The student should receive no feedback from any person after submitting the written Examination and before taking the oral Examination.

Administration of the Written Proposal Question

The student will receive the assigned question in writing from the Friedman School staff member designated by the Academic Dean at a time agreed upon by the student and the Examining Committee, and must return the completed assignment to the designated staff member within seven calendar days. Failure to meet the deadline constitutes failure of the Qualifying Examination.

III E 6c. Oral Qualifying Examination

Format

The Oral Qualifying Examination is a 2-1/2 to 3-hour Examination covering four subject areas: General Nutrition, the student's program area, an additional topic area (usually the student's Specialization), and the research proposal. One Examiner is appointed for each subject, except the research proposal, which is addressed by all the Examiners and moderated by the Chair. The Examination is structured to test a student's factual knowledge and his/her ability to synthesize, interpret, and make use of that knowledge.

Typically, the Examination is given in sections by topic, with the appropriate Examiner leading the discussion. Other Committee members may ask questions during sections other than their own. The Oral Qualifying Examination may be attended by any member of the Friedman School faculty with the approval of the Chair, Examining Committee and the student. Non-Committee members are typically allowed to ask a limited number of questions at the end of the examination. Other students are not permitted to attend. The Chair of the Examining Committee designates the order of the Examiners and sets limits on the time allotted to each Examiner and to questions from other faculty members.

After all questions are asked, the student and all non-Committee members are asked to leave the Examination room and the Committee discusses the performance of the student. Discussions in the Committee are confidential. Only members of the Examining Committee determine whether a student passes or fails an Examination.

See Appendix 18 for Friedman School Doctoral Qualifying Examination Performance Assessment Rubric.

III E 7. Preparation for the Oral Qualifying Examination

A student may meet with each Examiner once to receive guidance on how to prepare for the exam. The Examiner may provide a list of suggested readings and/or an outline of the general subject matter to be covered in the Examination.

III E 8. Defense of the Research Proposal Component of the Qualifying Examination

The evaluation process starts during the two weeks after the student submits the completed proposal when the Examiners consider the written response individually. The Examining Committee may choose to meet prior to the Qualifying Examination date to discuss the written proposal, but under usual circumstances, the Examining Committee may wish to meet and discuss the proposal when it convenes for the Qualifying Examination prior to the start of the actual Examination. Weaknesses in the written proposal should be probed at the Qualifying Examination to identify if the student has an understanding of any flaws and can suggest appropriate changes in the proposal to correct or minimize potential problems.

If, in the judgment of the Committee, the student did not pass the research proposal component, the Committee provides general feedback to the student identifying areas of weakness although not providing specific details. For example, appropriate comments might include:

1. "Re-think your hypotheses."
2. "Are there any factors that might affect the feasibility of the proposed design?"
3. "Do you perceive any potential problems with proposed methods?"
4. "The statistical approach is inadequate for your design."

The comments are similar in nature to those that are provided to students who fail the other components, that is, what the weaknesses were and why the student failed.

III E 9. Qualifying Examination Outcomes

Students may take the Qualifying Examination no more than twice.

The decision to pass or fail the Oral Qualifying Examination is based on the student's performance in all four areas of the exam. Examiners base their judgment of the student's performance on the entire examination, not only on their own section. All three Examiners must vote unanimously for the student to pass the Examination. Failure on any section constitutes failure of the Examination. A student who fails the Qualifying Examination must retake the entire Qualifying Examination covering all four areas.

If a student fails a Qualifying Examination, the Examining Committee may recommend additional coursework. When additional coursework is recommended by the Examining Committee, the second Qualifying Examination must be completed within four months following completion of the recommended course(s). If no additional coursework is recommended, the second Examination must be completed within four months of the failure date. The student should submit in writing a petition to the Academic Dean to reschedule the Qualifying Examination. The Examining Committee will be the same for both examinations. If a student fails two Qualifying Examinations, the student is dismissed from the Friedman School.

III F. The Doctoral Thesis

The Doctoral Thesis demonstrates that the student is capable of conducting independent research that results in a substantial and original contribution to knowledge in the field of nutrition science or policy. Thesis research is intended to provide the Doctoral candidate with the opportunity to develop skills in theoretical and critical thinking, hypothesis formation, project development, data gathering, analysis, and presentation of research findings. Students may write the thesis based on secondary data if they have had experience collecting primary data at some time in their professional or academic careers. Students must petition the Academic Dean for permission to do research based on secondary data, citing their previous primary data collection experience.

Thesis research that involves the use of data collected from human subjects must be approved by the Institutional Review Board. This requirement applies to the collection of primary data and to the use of secondary data. It is the responsibility of the student to provide documentation from the Institutional Review Board that approval or exemption have been obtained.

Doctoral theses are intended to lead to the publication of results in scholarly literature. Doctoral theses themselves are a form of publication and are presented in a public forum as a requirement for completion of the degree. Therefore, students should not undertake thesis research on projects that involve proprietary data or data covered by a confidentiality agreement if presentation or publication of their thesis research will be restricted or delayed by such agreements. The student and the Thesis Chair are responsible for ensuring that presentation and publication of thesis research will not be subject to such delay or restriction.

Students should be aware that some peer-reviewed journals will not accept for publication data that has already been publicly disseminated. Thus, prior to defending their thesis, students should not disseminate any part of their thesis in a form that could jeopardize subsequent publication.

When thesis research develops information, products or processes that may be proprietary or patentable, this fact must be brought to the attention of the Tufts University Office of Technology Transfer at the earliest possible date. Where the research will result in a patent application, the application must be filed by Tufts University before presentation or publication of the research results. It is the responsibility of the student and Thesis Chair to ensure that preparation and filing of a patent application does not delay presentation or publication of the thesis research. Information and forms are available from the Office of Tufts Tech Transfer), <http://www.techtransfer.tufts.edu>, phone: (617) 636-6657.

III F 1. The Thesis Chair

When the student submits their form to request the doctoral qualifying examination, s/he also formally requests that the Academic Dean appoint a Friedman School faculty member as the Thesis Chair. The Thesis Chair may, but need not be, the same person who was the Academic Advisor. When appointed, the Thesis Chair assumes the duties previously performed by the Academic Advisor, in addition to the specific duties related to the thesis.

III F 1a. Roles and Responsibilities of the Thesis Chair

Broadly, the Thesis Chair serves as the point of communication between the Thesis Committee and the student, as well as between the Thesis Committee and the Academic Dean. The specific duties of the Thesis Chair are to:

1. Work with the student to identify potential thesis projects;
2. Help the student identify and secure resources to support the research;
3. Oversee the development of the Proposal including (but not limited to) methods, preliminary data, assessment of project feasibility;
4. Determine when the Thesis Letter of Intent (preliminary Thesis Proposal) is ready to be submitted to the Academic Dean for formal approval;
5. Work with the student to identify potential committee members with appropriate expertise to support the thesis project;
6. Mentor the student through all phases of the thesis project including reading and editing drafts of the Proposal and thesis;
7. Chair all Thesis Committee meetings;
8. Oversee the fulfillment of the responsibilities of the Thesis Committee;
9. Submit the appropriate paperwork to Friedman's Registrar so that the degree may be awarded;
10. Approve the completed final draft of the thesis for the final reading by the Thesis Committee.

III F 1b. Changing the Thesis Chair

Students who wish to change their Thesis Chair should discuss the matter with the Academic Dean. Requests to change a Thesis Chair will be considered on a case-by-case basis. If a change is approved, the Academic Dean appoints the new Thesis Chair and informs the former Thesis Chair and the Office of Student Affairs of the change. If the Thesis Chair leaves the Friedman School, the student should contact the Academic Dean to develop a plan as soon as possible. If work on the Proposal or the thesis is not far advanced, the student is encouraged to choose a new Thesis Chair from the Friedman School faculty. Other options, depending on the stage of the research, include but are not limited to the following:

1. The student may choose to change the thesis project and Thesis Chair. This will require submission and approval of a new Proposal;
2. The student may choose to continue work on the project and complete the project at the Friedman School. In this case, the student may be supervised from afar by the original Thesis Chair;
3. The student may choose to move to the Thesis Chair's new institution to complete the thesis research.

All plans related to this special situation must be formally approved by the Academic Dean.

III F 2. The Thesis Committee

Prior to the start of thesis research, the student and the Thesis Chair work together to develop a potential thesis project. The project is submitted via PhDforms@tufts.edu to the Academic Dean for preliminary review in the form of a Thesis Letter of Intent (including a separate Statement of Student's Independent Intellectual Contribution and Statement of Preparedness for Thesis Research (see section III F 3., "The Thesis Letter of Intent," etc.)). At the time the student submits the Thesis Letter of Intent, s/he also identifies potential members of the Thesis Committee in addition to the Thesis Chair. These should be individuals who have specific expertise that will be useful to the student during the thesis research. The student should discuss potential Committee members with the Thesis Chair and with their agreement should contact the identified potential Committee members to determine their willingness to serve on the Thesis Committee. The student must include with their project submission the Thesis Letter of Intent Approval Form (<http://nutrition.tufts.edu/students/registrar/forms>) signed by their potential Committee members (and emailed to PhDforms@tufts.edu). Committee members are appointed by the Academic Dean at the time of approval of the Thesis Letter of Intent.

III F 2a. Roles and Responsibilities of the Thesis Committee

The Thesis Committee serves two roles. First, the Committee members act as advisors to the student, helping the student to assess research questions and to overcome problems associated with the thesis research. In addition to formally scheduled Committee meetings, students are also encouraged to informally meet with their Committee members, as needed. Second, the Committee members give objective assessment of the student's progress throughout the research process. This includes final assessment of the acceptability of the Thesis Proposal, assessment of the progress of the research, and final assessment of the acceptability of the thesis and the thesis research.

Thesis Committee members are intended to be active participants in all stages of the preparation of the thesis, and students are encouraged to draw on their professional expertise and judgment. Nonetheless, the student is responsible for all writing, editing, and interpretation of the results of the thesis research. Although Committee members often read and comment on portions of the draft thesis, only the Thesis Chair is obligated to read and edit drafts of the thesis and its individual parts. The Thesis Committee is obligated to read only the final draft of the thesis in its entirety (see III D 5 "Final Reading").

III F 2b. Composition of the Thesis Committee

The Thesis Committee consists of a minimum of three members, of whom at least two must hold faculty appointments at the Friedman School. The Thesis Chair, a Friedman School faculty member, serves as Chair. Committee members typically hold Doctoral degrees, but this requirement can be waived upon petition to the Academic Dean. Only one member of a Friedman School research group, or HNRCA laboratory, may serve on a three-member Committee. Up to one additional member of a research group may be added to a Thesis Committee upon written petition to the Academic Dean. Petitions should include the name of the proposed additional member, specific expertise s/he will provide, and the reason this expertise is needed. Specific requests regarding the composition of the Committee are listed on the Thesis Letter of Intent Approval Form, available at: <http://nutrition.tufts.edu/students/registrar/forms>.

III F 2c. Doctoral Compact Between Doctoral Candidates and their Thesis Committee

The Doctoral Compact Form, which is available at: <http://nutrition.tufts.edu/students/registrar/forms>, describes a set of guiding principles and specific commitments between the doctoral student and the Thesis Chair and Thesis Committee members and in some cases also other research mentors. In signing this Doctoral Compact, the student and their Thesis Chair acknowledge these principles and agree to take primary responsibility for pursuing these goals, while each Committee member (and, optionally, other research mentors) agrees to support that effort and provide additional mentorship following these principles and mutual commitments.

The Doctoral Compact should be discussed and signed by the Doctoral student and Thesis Chair when an agreement is reached to work together on the Doctoral thesis. This may take place before or after the Qualifying Examination, and should be completed no later than when the Thesis Letter of Intent is submitted. The student should discuss the Doctoral Compact with each Thesis Committee member and obtain approval at any point after the Committee is officially named by the Academic Dean, and all signatures should be obtained no later than the first Thesis Committee meeting. Additional research advisors who are not Committee members may also be asked to sign the Doctoral Compact, for students who work closely with them.

The student should submit their Doctoral Compact Form in conjunction with their Thesis Letter of Intent. Additionally, the student should provide electronic, paper scans or photocopies of the signed Doctoral Compact to the Thesis Chair and Committee members, and a copy must be submitted to PhDforms@tufts.edu.

III F 2d. Changing Thesis Committee Membership

Either a student or a Thesis Chair may request a change in membership of the Thesis Committee by petitioning the Academic Dean in writing. The petition should give the name of the member(s) to be replaced, the name and institutional affiliation of the member(s) to be added, and the reason for the change. The request for a change must be signed by the student and the Thesis Chair.

Members may be added to or removed from a Thesis Committee by the Academic Dean on petition of the student, Thesis Chair, Dean, or Academic Dean, followed by a vote of the Curriculum and Degrees Committee. A Committee member may withdraw from the Committee upon written request to the Academic Dean. The Academic Dean will discuss proposed changes with the members who are to be added or removed prior to formal action being taken.

III F 2e. The Thesis Committee Meeting

It is the responsibility of the Thesis Chair to ensure that Thesis Committee meetings are held according to above section III A. "Summary of the Requirements for the PhD Degree," item 5. Recurrent problems with scheduling should be discussed with the Academic Dean. The first formal Committee meeting must take place within one month of the approval of the Thesis Letter of Intent and appointment of the Thesis Committee. After the first meeting, the Thesis Committee must meet at least once every four months. All Committee members must be present at the first meeting. Thereafter, a Thesis Committee meeting will be considered official if no more than one member is absent. However, the Thesis Chair must be present either in person (preferred) or via conference call at every meeting. The student must provide the absent members with a copy of the Thesis Committee meeting report form and copies of all written materials presented at or resulting from the meeting. At the first Thesis Committee meeting, a formal timeline should be developed for the work leading up to the Thesis Proposal and for the completion of the thesis research. The Committee will also comment on the Thesis Letter of Intent and begin advising the student on the proposed research.

After each Committee meeting, the student completes a Thesis Committee Report Form (available at: <http://nutrition.tufts.edu/students/registrar/forms>) summarizing the results of the meeting and specifying in writing the next steps that must be performed, including a timeline for completion of the Proposal and the Thesis (the timeline should be updated at each subsequent meeting). The form is an editable PDF with an electronic signature option and may also be printed, signed, scanned and then sent by email once completed. The student should sign the form and obtain the Committee members' signatures that attended the meeting, as well as any emails from any Committee members (except the Thesis Chair) attending remotely. Consider using Tufts Box (<http://it.tufts.edu/box>) to share and upload all Thesis Committee Report Forms to facilitate easy access for Committee members' review of Thesis Committee Reports and approvals. The completed Thesis Committee Report Form must be submitted to PhDforms@tufts.edu and the meeting date is included in the student's PhD Degree Progress Tracking. To be in compliance, it's the responsibility of the student to obtain the required approvals of their Thesis Chair and Thesis Committee as detailed above in *advance* of submitting their Thesis Committee Report Form to PhDforms@tufts.edu.

At subsequent meetings, the student will report his or her progress to the Thesis Committee. The Thesis Committee may require the student to submit a progress report at a specified time prior to the meeting. The Thesis Committee will offer advice based upon the student's presentation. Collectively, the student and the Thesis Committee will assess the progress of the student toward the completion of the Thesis Proposal and later the thesis research.

III F 2f. Authorship of Papers Arising out of Student Theses

Early in the process of planning the thesis, the student and the Thesis Committee should identify the individual papers to be written, the expected contributions of the Committee members to each paper, and probable authorship. (See Appendix 1, Guidelines for Authorship.)

III F 2g. Special Rules Governing Students Conducting Research Outside Boston Area

Overseas Research

If a student is conducting research outside of North America, the following adaptation of the typical process must be followed regarding the interaction of the student with the Thesis Committee. Every four months the student must submit a written progress report (which may be emailed) to the Thesis Chair. This report should detail:

1. The work performed by the student during the previous four months;
2. How this work relates to the thesis research;
3. New results (if any);
4. Problems that have arisen (if any);
5. An outline for what will be done during the upcoming four months.

Upon receipt of the written progress report, the following procedures should occur:

1. The Thesis Chair distributes a copy to each Thesis Committee member and convenes a meeting of the Committee, even if the student cannot be present, to discuss the report and the student's progress.
2. Within one month of receiving the progress report, the Thesis Chair responds in writing (or by email) to the student concerning the contents of the progress report. The Thesis Chair may summarize the comments of the other Thesis Committee members, or the Thesis Committee members may send individual comments to the student. Copies of all written or e-mailed responses are submitted to the Friedman School Office of Student Affairs and shared with all the Thesis Committee members.

Students conducting overseas research must meet with the Thesis Committee at least once every two years. At least three members of the Thesis Committee must be present at this meeting; one of these members must be the Thesis Chair.

Students who travel outside the U.S. for school purposes must abide by international travel policies, as described above in section I H.

Off-Site Research within North America

Students conducting research in North America outside a 500-mile radius of Boston follow the guidelines listed for overseas research except that such students must meet at least once a year with the Thesis Committee. In the absence of regular Thesis Committee meetings, the student and Thesis Committee must also hold conference calls every four months concerning the results of the regular progress reports.

Students conducting off-campus research within 500 miles of Boston are expected to follow all of the rules governing students conducting research on-campus (i.e., they are expected to return to Boston every four months for a Thesis Committee meeting). The Friedman School is not responsible for travel costs.

Students who travel outside the U.S. for school purposes must abide by international travel policies, as described above in section I H.

III F 3. The Thesis Proposal Process

III F 3a. Thesis Letter of Intent

The Thesis Letter of Intent is developed with the help of the Thesis Chair and must be submitted within three months following the successful completion of the Qualifying Examination. All doctoral students must submit their Thesis Letter of Intent no later than three months after passing their Qualifying Examination. The Thesis Letter of Intent is intended to demonstrate the novelty and feasibility of the

thesis research, and to help ensure that the proposed project will generate a body of data and results sufficient for a doctoral thesis. Submit your Thesis Letter of Intent with the Thesis Letter of Intent Form (available at: <http://nutrition.tufts.edu/students/registrar/forms>) and include on the form the names of suggested individuals willing to serve on the Committee and obtain their approval on the form.

The contents of the Thesis Letter of Intent are as follows:

1. A description of the significance of the project (recommended length: one-half page);
2. The specific aims of the thesis research (recommended length: one page);
3. A brief description of the methods to be used. In this section, the student must demonstrate that s/he has expertise in the methods or that s/he has direct access to individuals with the required expertise. A statement of the feasibility of the methods should also be included (recommended length: one page);
4. The logistics and schedule/time line of the proposed research (recommended length: one-half page);
5. Resources and support for the project. This pertains to the funds needed to complete the proposed project, covering supplies and equipment, staff, travel costs, printing expenses, postage, etc. (recommended length: one-half page).

The entire Thesis Letter of Intent may not be longer than five pages (excluding references). The Thesis Letter of Intent should be double-spaced, 12-point type, and have 1" margins. If the page requirements are not adhered to, the Thesis Letter of Intent will be returned unread.

Prior to submission of a complete Thesis Proposal, the student must submit a Thesis Letter of Intent (in conjunction with their Doctoral Compact), Statement of Student's Independent Intellectual Contribution, and Statement of Preparedness for Thesis Research to the Academic Dean.

Provisional Approval of the Thesis Letter of Intent and Appointment of the Thesis Committee

There may be extraordinary circumstances and opportunities under which students identify a topic for their PhD thesis research prior to the completion of their Doctoral Qualifying Examination. For example, the imminent start of an experiment/study as dictated by funding sources. In such cases, the student should work with his/her presumed Thesis Chair to develop a Thesis Letter of Intent (LOI), identify potential Thesis Committee members, and submit a request for *provisional approval* of the LOI and Thesis Committee to the Academic Dean. The intent of the provisional approval of the LOI and appointment of the Thesis Committee is to ensure that all doctoral students receive the appropriate guidance and direction in their research before substantive work is completed.

Students should not begin their thesis-related research work until the LOI is provisionally approved and the Thesis Committee is appointed by the Academic Dean; thesis-related activities include formulation of specific aims and hypothesis, submission of institutional regulatory board documents and data collection. Please refer to the section above (III F 3a. Thesis Letter of Intent) for details and steps in the submission process. Once the LOI is provisionally approved and the Thesis Committee is appointed it is the responsibility of the Thesis Chair to ensure that Thesis Committee meetings are held according to the schedule in section III A. The timing of these meetings will be monitored by the Curriculum and Degrees Committee for all Doctoral students.

Timeline for Doctoral students with "provisionally approved LOIs": After the successful completion of the PhD Qualifying Examination, students with a provisionally approved LOI must resubmit their LOI within one month, including any updates to the original LOI, and request the Academic Dean to formally approve the LOI and the Thesis Committee. If necessary, the Thesis Chair or the student may request

changes to the Thesis Committee membership at this time using procedures outlined in section III F 2d. Students must defend their thesis proposal within 2 months from the formal approval of the LOI. Students who do not pass the Qualifying Examination after two attempts will be withdrawn as a Doctoral candidate from the Friedman School. Any research projects in which the student was involved may continue with the approval of their advisor/supervisor, but this research will not qualify as evidence for a Doctoral thesis at the Friedman School; see above section III A. "Summary of PhD Degree Requirements."

Statement of Student's Independent Intellectual Contribution

Intellectual contribution is defined as a substantial, direct, intellectual contribution to the conception and/or design of the research. This is different from technical services, which, although essential to the work, are not in themselves sufficient contributions to justify intellectual contribution. Examples of intellectual contributions include, but are not limited to, significant input in the development of the study hypothesis, design of the study, development of study protocols, identification of study methodology, development or modification of methodology used in the project or development of new applications, unique settings for use of existing methodology, or responsibility for independent analysis and interpretation of results (1-page maximum).

The statement should be read and approved by all those whose names are being submitted as potential Thesis Committee members.

Statement of Preparedness for Doctoral Research and Preliminary Review of the Proposal

The Thesis Letter of Intent should be accompanied by a statement of preparedness of the student to carry out the proposed research. The student is not required, or even expected, to possess all of the necessary skills from the outset. This statement formally documents the additional skills that the student is expected to acquire during the course of the research.

The statement should be read and approved by all those whose names are being submitted as potential Thesis Committee members. The Thesis Committee as a whole should discuss the statement with the candidate at the first Thesis Committee meeting. At that time, the statement should be modified if necessary, approved unanimously by the Committee, and made part of the formal thesis record. The candidate or any Thesis Committee member may ask that the statement be reviewed and modified at any time during the course of the research. The statement should be revisited and, if necessary, revised whenever a substantial change in the research is proposed. The statement should follow the following outline. If a particular skill does not apply to the proposed research, the student should so indicate.

Contents of the Statement of Preparedness are as follows:

1. **Mastery of specific content areas:** Describe the areas in which the research will take place, the candidate's preparation to date (coursework and experience), and any additional preparation needed before work can begin. Also, describe any background work that must be done while the research is ongoing.
2. **Protection of human subjects:** For research involving human subjects, state whether the candidate has received a CITI certificate of completion for an approved program on protecting human subjects. Give the date on which it was awarded.
3. **Laboratory techniques:** Describe any laboratory techniques that will be used, the candidate's experience with these methods, and any additional work that must be done for the candidate to become proficient in these methods.
4. **Nonlaboratory data collection methods:** Describe any nonlaboratory data collection methods that will be used. These include, but are not limited to, focused discussion groups, surveys and questionnaires, diet intake instruments, and anthropometric measures. Describe the candidate's

experience with these techniques and any additional training that must be obtained for the candidate to become proficient in these methods.

5. Data management procedures: Describe the procedures for recording and managing the data generated during this research. Describe the procedures that will be used to create the files that will be used for statistical analysis. Describe the candidate's experience with these methods. If additional training will be needed for the candidate to become proficient, describe how it will be obtained (coursework or independent study). If the research will rely entirely on data files produced as part of another study, so state.
6. Statistical analysis techniques: Describe in detail the procedures and means by which the data will be analyzed and interpreted. Describe the candidate's experience with these methods. If additional training will be needed, describe how it will be obtained (such as coursework or independent study).

The Academic Dean reviews the Thesis Letter of Intent, Statement of Student's Independent Intellectual Contribution, Statement of Preparedness, and Doctoral Compact within one month of their submission. If the Thesis Letter of Intent is approved, the Academic Dean sends written notice of approval and formal appointment of the Thesis Committee and informs the Thesis Chair, the student, the Committee Members, and the Office of Student Affairs. If the Thesis Letter of Intent is not approved, the Academic Dean informs the student and the Thesis Chair in writing of the reasons for the disapproval. A revised Thesis Letter of Intent is submitted within one month of the student's receipt of the disapproval notice.

The Academic Dean reviews the Thesis Letter of Intent only for its suitability or further development. The final Proposal will incorporate the results of interactions with the Thesis Committee members and must be approved by the Thesis Committee.

III F 3b. Thesis Proposal Defense

The Thesis Proposal Defense requires the student to develop a full thesis proposal in consultation with the Thesis Chair and the Thesis Committee, who must approve the Proposal after a formal, public defense. The Thesis Proposal specifies the research questions to be answered and methods to be used in the thesis research. Changes in the research plan leading to the thesis are expected even after the Thesis Proposal has been accepted. However, once the Thesis Proposal has been accepted by the Thesis Committee (and the Thesis Proposal Defense Report Form with approval of the Thesis Committee has been submitted to PhDForms@tufts.edu), it serves as a contract between the student and the Thesis Committee. Any substantial changes in the proposed research must be approved by the Thesis Committee.

If the thesis topic is changed, a new Thesis Letter of Intent must be submitted to the Academic Dean. If in the development of the research proposal or during the progress of the research, the thesis topic changes so that it does not reflect the original Thesis Letter of Intent, a new Thesis Letter of Intent must be submitted to the Academic Dean. The new Thesis Proposal must be successfully publicly defended. The student's timeline will restart after the new Thesis Proposal is approved (and the Thesis Proposal Defense Report Form with approval of the Thesis Committee has been submitted to PhDForms@tufts.edu).

III F 3c. Content and Format of the Thesis Proposal

Content

Abstract

The Abstract provides a succinct, accurate, and complete description of the proposed research. It states the broad, long-term objectives and specific aims, with reference to the significance of the project to the field. It should describe the research design and methods. The Abstract is limited to one single-spaced page.

Table of Contents

Pages of the Proposal are numbered consecutively throughout, starting at page 1 for the Research Plan. The Table of Contents lists page numbers for each heading and subheading. A separate list of tables and figures lists title and page number for each table and figure. These pages are numbered in small roman numerals.

Research Plan

Specific Aims: Describes the problem to be addressed, the long-term objectives of the research, and the specific research question or hypothesis to be tested (recommended length: 1 page).

Background and Significance: Reviews the background literature and state of current knowledge pertaining to the proposed research. This section should provide a critical review of existing knowledge, specifically identifying gaps, including those to be filled by the proposed research (recommended length: 5-10 pages).

Preliminary Studies/Data: This section describes any preliminary studies or data demonstrating the feasibility of the proposed project or supporting the research questions, hypotheses, or specific aims of the research (recommended length: 3 pages).

Research Design and Methods: Describes the research design and procedures to be used to accomplish the specific aims of the Proposal, including (for theses based on primary data), the means by which data will be collected, analyzed and interpreted. If primary data are to be collected, data collection methods are described in detail, with appropriate citations if needed. This section specifies the role and responsibilities of the student in completing the research (recommended length: 10-12 pages).

Potential Limitations or Difficulties

Discusses possible limitations or difficulties in the proposed research methods and how they will be handled (recommended length: 1-2 pages).

References

This is a list of all the literature cited in the Proposal. The list may be alphabetical by author, or in order of citation in the text, as determined by the Committee. References shall be in a journal-appropriate format or a consistent format from a standard style manual. Each citation must include the names of all authors, title of article or chapter, title of book or journal, volume number, inclusive page numbers, and year of publication.

Timeline

Provides a schedule identifying specific milestones in the project and expected dates of completion for each. It is recommended that the schedule be presented as a chart, with descriptive explanatory text (recommended length: 1-2 pages).

Budget

Annual Budget: A detailed budget, broken down by year, should be presented in spreadsheet form. The categories include personnel (role, percent of effort, salary, and fringe); consultant costs; equipment; supplies; travel; other charges (including stipends, reimbursements for volunteers, fee-for-service contracts, books, and publication costs). (Page limit: 1 page per project year.)

Budget Justification: A written justification for each budget item should be presented (recommended length: 1 page).

Format Requirements

All sections are typed using a 12-pitch or 10 cpi type. Except for the Abstract and references, which are single-spaced, the Proposal is double-spaced. There must be no more than six lines of text per vertical inch. Figures, charts, tables, figure legends, and footnotes may be smaller but must be clear and legible. Margins are one inch. Page numbering is bottom center. The Proposal is limited to 30 pages, excluding the Abstract and Table of Contents, but including references. Appendices are discouraged but will be accepted for materials that are necessary for a proper review of the Proposal but do not fit the format as described below (such as questionnaire drafts). Appendices are not to be used to circumvent page limits.

III F 3d. Proposal Presentation and Approval

After the Thesis Committee gives preliminary approval to the completed written Thesis Proposal, the student presents the proposed research to the Friedman School community in a seminar. This presentation is done to solicit additional input and advice regarding the proposed research from the Tufts and the Friedman School community. The seminar is announced at least two weeks in advance and should be scheduled to last about 1 to 1-1/2 hours. The student presentation should include the significance of the research, the specific questions to be addressed, and the methods to be used to answer the questions. The presentation should last about 30 minutes, followed by comments and discussion from those attending. The student's Thesis Committee must attend the presentation.

Immediately following this presentation, the student meets with the Thesis Committee in executive session to assess the suggestions made and decide whether any modifications should be made to the Proposal. Once a decision has been reached, the Thesis Committee agrees whether to approve the Thesis Proposal, with or without changes. Required changes must be itemized in writing and signed by the Committee members and the student. If the changes are minor, the list of itemized changes may be submitted with the approved Thesis Proposal Defense Report Form (<https://nutrition.tufts.edu/students/registrar/forms>); these changes are considered part of the Proposal. If the changes require rewriting the Proposal, then approval is withheld until the Proposal is acceptable in the unanimous judgment of the committee. At that time, the Thesis Proposal Defense Report Form, signed by the Committee members and the student, is submitted to PhDForms@tufts.edu along with a copy of the approved Proposal. A second public defense is not required. Each member of the Thesis Committee also receives a copy of the Proposal as approved.

The time between the approval of a student's Thesis Letter of Intent and the Thesis Proposal Defense shall be no more than six months. BMN and NEDS students must defend their Proposal no more than four months after the approval of their Thesis Letter of Intent. After the Thesis Letter of Intent has been approved, the student is encouraged to submit their Thesis Proposal Defense in a timely fashion.

No more than one year may pass between passing the Qualifying Examination and formal approval of the Thesis Proposal.

III F 4. The Final Written Thesis

The main body of the final written thesis (intended for Public Defense for Degree Conferral) should be presented in the form in which it is intended to be published. Students should discuss the format and organization of the thesis with their Thesis Committee before they begin writing. All final written theses, regardless of the organization, must include the following elements detailed below.

III F 4a. Content and Organization

Theses are normally written in the form of papers, although in certain cases a monograph or book may be more appropriate. The main body of the thesis should be presented in the form in which it is intended to be published. Students should discuss the format and organization of the thesis with the Thesis Committee before they begin writing. All theses, regardless of the organization, must include the following elements.

1. Title page
2. Abstract (The abstract must be no longer than one single-spaced page.)
3. Table of Contents
4. List of Tables and Figures
5. Introduction: General Statement of the Problem Studied and Its Significance
6. Statement of Hypothesis to Be Tested
7. Review of the Literature

This section follows the format of a review paper or book chapter. It provides a thorough and up-to-date, focused, critical review of previous work in areas relevant to the content and, when appropriate, the methods used in the thesis research. The student should make an effort to interpret the research being summarized and identify gaps in the knowledge base, and to relate the literature discussed to the student's own research questions. This section is expected to build on the literature review presented in the Thesis Proposal.

8. Methods

This section describes any methods used in the thesis that are not adequately described in the thesis articles. In this context, "adequate" means sufficiently detailed so that the research could be replicated by another researcher. This section may be included in the body of the thesis or as an appendix, as decided by the Committee. Data collection instruments must be included either as part of the Methods section or as an appendix.

9. Articles or Chapters

Research papers are generally written for submission to a specific professional journal. The student should identify the journal where the research paper has been (or will be) submitted and follow that journal's specific instructions for the format of the research paper. Each research paper is a complete, stand-alone article containing an abstract, statement of the problem and its significance, methods, results, discussion, and conclusions, and list of references in the format of the appropriate journal. For

theses in the form of a monograph or book, this section consists of the chapters presenting the detailed results.

10. Summary and Discussion

This section provides a detailed summary of the thesis research results and a discussion of how the research answered the research question or added to the understanding of the problem studied. It is intended to integrate the information from the research papers into a coherent whole and relate it to the broader field. Where appropriate, this section should discuss the implications of the research results for policy. This section should also contain a discussion of unanswered questions and suggestions for further research.

11. Bibliography

All literature cited anywhere in the thesis must be fully referenced. Students may follow either of two options for the format of references:

- a. The thesis may contain, at the end, a single, comprehensive list of all literature referred to anywhere in the thesis, including in the articles (even though they have their own lists of references). The format of the bibliography should be consistent with one of the standard manuals of style (such as Turabian, Strunk and White, or the Chicago Manual of Style);
- b. A reference list may be provided at the end of every chapter. The list may be alphabetical by author, or in order of citation in the chapter.

Result chapters in the form of journal articles contain their own lists of references as well, in the format of the journal to which the article is expected to be submitted.

12. Appendices

Appendices are used to present additional data not likely to be published but of interest to people concerned with the subject matter covered in the thesis. This may include detailed breakdowns of information summarized in the thesis, results of alternative model specifications, descriptive information on the sample, or any other information that may contribute to the understanding of the research. Methods not adequately presented in the text may be presented in an Appendix, and data collection instruments must be included as an Appendix. In addition, the student may wish to include any manuscripts that resulted from the preliminary data used to formulate the Thesis Proposal.

III F 4b. Style and Documentation

Tufts University requires that the final written thesis is 1.5 spaced and has a left margin of 1.5 inches; all other margins must be one inch. This requirement is for text, tables, charts, figures, and appendices. Students should also note that photocopying results in slight enlargement of the copied text. This enlargement must be accounted for to allow the final version of the thesis meet margin requirements. A thesis can be rejected by the University for failure to meet the margin requirements.

In instances where a portion or portions of the thesis have already been published, a reprint may be incorporated within the thesis, provided that it conforms to the necessary margin requirements. Pages must be numbered in the upper right-hand corner, 3/4 inch from the top and the right-hand edges of the page. The abstract, plus any prefatory material, must be numbered in lower-case roman numerals. The thesis from the introduction through the appendices, must be numbered consecutively in Arabic numerals. Figures must be oriented in an orientation that allows easy reading of the figure in the bound thesis, e.g., with the X-axis on the bottom or on the outer margin of the page. Figure legends are

incorporated into the research papers as defined by the style of the journal where the manuscript will be sent for publication. There is no limit to the quantity of pages for the final written thesis.

III F 5. Final Reading and Public Defense of the Thesis for Degree Conferral

The thesis defense constitutes the final evaluation of the student and the thesis work prior to the awarding of the doctoral degree. This process has three parts:

1. After receiving the Thesis Chair's approval, the student first submits the thesis to the Thesis Committee for a final reading and evaluation of its suitability for defense.
2. If the entire Committee agrees that the thesis is acceptable with no changes or with minor changes the student submits the Approval of Thesis for Public Defense Report Form (<https://nutrition.tufts.edu/students/registrar/forms>) and schedules their Thesis Defense. The Thesis Defense is in the form of a seminar that is open to the Tufts Community and consists of a presentation and an open question-and-answer period.
3. Immediately after the presentation, the Thesis Committee meets in executive session to decide whether the student has passed their Public Defense and if so, whether it is (see section below III F 5b "Final Approval of the Thesis"):
 - a. Approved with "no changes,"
 - b. Approved with "minor changes,"
 - c. Approved with "major changes," or
 - d. Not approved

If unanimous agreement of the Thesis Committee cannot be reached on the acceptability of a thesis, the Committee informs the Academic Dean. If after discussion no agreement can be reached, the Academic Dean sends the Thesis to at least two additional reviewers who are experts in the field of the thesis and hold doctoral-level degrees, at least one of whom is not a faculty member at the Friedman School. The Academic Dean uses the results of this review to adjudicate the outcome.

III F 5a. Scheduling and Deadlines

With the consent of the Thesis Chair, the Doctoral candidate must submit a completed, printed copy of their entire thesis in the form in which it will be publicly defended, to each member of the Thesis Committee for a final reading.

Doctoral candidates must submit their entire thesis for their Thesis Committee's final reading at least two weeks in advance of the Thesis Committee meeting at which it will be reviewed. The Thesis Committee must make a decision within four weeks that the thesis is ready to be defended. This must be documented with the completion of the Approval of Thesis for Public Defense for Degree Conferral Form (available at: <https://nutrition.tufts.edu/students/registrar/forms>) which is submitted to Friedman's Registrar (michelle.frankfort@tufts.edu) for Graduation Checkout. If the Thesis Committee approves the thesis for the defense, the student then must contact Patty Dawson (patty.dawson@tufts.edu) to schedule (date and time) with at least two weeks' notice of their public defense. All Thesis Committee members must be present at the public defense. Students should not expect Thesis Committees to be available for their public defense during the summer (June through August), although some Committees may be available and willing to read the final thesis at that time.

Doctoral students are encouraged when they Apply to Graduate in SIS to also conduct preliminary discussions with their Thesis Committee about the timing for their public defense, as well as their Committee members' availability (specific times and dates so tentative scheduling can be added to Committee members' calendars). Each semester the deadline for students to Apply to Graduate in SIS is approximately three weeks after the first day of the semester's classes; please refer to Friedman's Academic Calendar for the specific deadline date. If a Doctoral student Applies to Graduate in SIS and their plans change and they no longer intend to graduate for the semester they noted in SIS, the student must send email notification about the change in their plans to the Assistant Dean of Student Affairs and Friedman's Registrar and copy their Thesis Chair on the email notification.

III F 5b. The Format of the Defense

Final Reading

The Thesis Committee's final decision on the acceptability of the thesis for the defense will need to be documented with the completion of the Approval of Thesis for Public Defense for Degree Conferral Form (available at: <https://nutrition.tufts.edu/students/registrar/forms>) which is submitted to Friedman's Registrar (michelle.frankfort@tufts.edu) for Graduation Checkout. There are three possible outcomes of this review which must be The Thesis Committee's decision must be unanimous:

1. The thesis may be found Acceptable for Public Defense. This indicates that the thesis requires few or no changes. If the thesis is judged acceptable, the student schedules a public presentation of the thesis research to be followed by a question-and-answer period and final evaluation of the thesis by the Thesis Committee.
2. A thesis may be found Unacceptable for Public Defense. This indicates that the thesis requires major changes before it will be found acceptable; this may require major rewriting, re-analysis or additional analysis, or repeating experiments. In this case, the Thesis Committee informs the student of the reasons why the thesis is unacceptable, and the work that needs to be done to make it acceptable. This is reported in writing to the Academic Dean and to the student. When a thesis is found to be unacceptable, a revised copy must be resubmitted to the entire Thesis Committee for final reading.
3. A thesis may be rejected. In this case, the student schedules a Thesis Committee meeting at which the Committee informs the student of the reasons why the thesis is rejected and reports this in writing to the Academic Dean and to the student. When a thesis is rejected, it may not be resubmitted. However, the student may work with the Thesis Chair to develop a new Thesis Proposal.

The Oral Presentation

Students whose doctoral theses have been found acceptable for public defense must present their thesis research to the Tufts University community within four weeks of the decision of acceptability. Because this presentation is followed by a final review of the thesis by the Thesis Committee, all Committee members must be present. Close friends, family, and others may attend the student's defense with prior approval from their Thesis Chair. Streaming/recording of a student's defense is at the discretion of the Thesis Chair.

The presentation includes a clear and concise statement of purpose, a description of the research questions, the methods used to test specific research questions, the outcome of the research and the interpretation of the research results. The student should expect to speak for approximately 45 minutes. The presentation will be followed by a question and answer period mediated by the Thesis Chair. All in attendance may ask questions and the Thesis Committee may ask specific questions pertaining to the written thesis. It is expected that this part of the thesis defense will be conducted in a collegial atmosphere. The student must bring the Doctoral Thesis Defense Report for Degree Conferral Form (available at: <https://nutrition.tufts.edu/students/registrar/forms>) to their public Defense and ensure page one is signed by their Thesis Chair and Committee members and submitted to Friedman's Registrar.

Final Approval of the Thesis

Following the thesis presentation, the Thesis Committee meets in closed session to make a final assessment of the thesis. The Thesis Committee may choose to ask the student additional questions in this closed session. Following this final review, the Thesis Committee will make a decision whether the thesis is acceptable with no changes or with minor or major changes.

The possible outcomes are:

- **Approved:** The thesis is approved without further revision.
- **Approved with Minor Changes:** If a thesis is approved with minor changes, the thesis is not formally approved. The necessary changes are discussed thoroughly at the time of the defense and itemized in writing on page two of the Doctoral Thesis Defense Report Form for Degree Conferral (<https://nutrition.tufts.edu/students/registrar/forms>). The student must then submit a revised thesis. The Thesis Chair determines whether the changes have been satisfactorily completed. Upon completion of the necessary changes, the Thesis Chair indicates approval of the completion of the minor edits on page two of the Doctoral Thesis Defense Report Form for Degree Conferral. The completed form must be submitted to Friedman's Registrar for Graduation Checkout.
- **Approved with Major Changes:** If a thesis is found acceptable with major changes, the thesis is not formally approved. The necessary changes are discussed thoroughly at the time of the defense and itemized in writing on page two of the Doctoral Thesis Defense Report Form for Degree Conferral. The student must then submit a revised thesis. The entire Thesis Committee determines whether the changes have been satisfactorily completed. Upon completion of the necessary changes and approval by the Thesis Committee, the Thesis Chair and all of the Thesis Committee members indicate approval of the completion of the major edits on page two of the Doctoral Thesis Defense Report Form for Degree Conferral (electronic signature or email approval is accepted). The completed form must be submitted to Friedman's Registrar for the student's Graduation Checkout requirement.
- **Unacceptable:** In exceptional cases, the public defense of a thesis may bring to light problems with the thesis so grave that the thesis may be rejected at this point. In such cases, the Thesis Committee may reject the thesis, and the outcome will be the same as if the thesis had been rejected at the time of the final reading.

IV. Deadlines and Procedures for Awarding of Doctoral Degrees at Tufts University

IV A. Preparing for Graduation and Associated Deadlines

Doctoral students at the beginning of the semester in which they intend to complete their degree should discuss their intentions with their Thesis Chair and review section IV B. below and submit the required forms, as applicable, to Friedman's Registrar in advance of defending their thesis.

Degrees are awarded three times per year by the Tufts University Board of Trustees, usually in early September (summer), early February (fall), and mid-May (spring). The deadline dates when students need to apply to graduate in SIS are listed on Friedman's Academic Calendar. When students meet all degree requirements, they must graduate at the end of the semester in which those requirements are met.

The list of degree candidates, signed by the Dean, is sent to Tufts Office of the Provost well in advance of its meeting. All final work on the thesis and completion of Graduation Checkout requirements for awarding the PhD must be finished before the student's name is submitted to the Office of the Provost for the Academic Affairs Committee of the Board of Trustees. **As a result, doctoral students should plan to have their thesis defense completed and approved (the Thesis defense should be scheduled to allow time for changes to be made, reviewed and approved by their Committee) and all of their Graduation Checkout required items completed at the latest by at least two weeks before the scheduled dates of the Board of Trustees' Committee votes for the semester's candidates for Graduation.**

IV B. Requirements for Graduation

Doctoral students must complete ALL the Graduation Checkout steps in the order listed below in order to be officially approved to graduate in SIS. All forms listed below must be submitted to Friedman's Registrar at michelle.frankfort@tufts.edu unless otherwise noted.

1. Apply to Graduate in SIS by the semester's deadline noted on Friedman's Academic Calendar (notification of pending deadline issued each semester to AllStudents and PhD Students eLists).
2. Using the edit function in SIS, edit your name to include a specific field for your Diploma Name exactly as you would like it to appear on your diploma.
3. Using the edit function in SIS, edit your address to include a specific field for your Diploma Address so it may be sent via UPS. If you are a spring (May) candidate for graduation and plan to participate in Commencement in May, you may omit completing the Diploma Address in SIS.
4. Submit completed Degree Requirement Worksheet associated with the class year when you started your PhD degree) if you did not complete your MS degree at Friedman.
Note: If you are a Friedman MS graduate, you are not required to submit the Degree Requirement Worksheet since it is already on file in your academic folder.
5. Submit fulfillment of your CITI Degree Requirement -Training in Protection of Human Subjects – Email your CITI Completion of Certification Report (with score and expiration date not cover page) PDF document (must be within last four years) to Friedman's Registrar.
6. Submit Approval of Intent to Graduate form approved by your Thesis Chair.
7. Complete How to Pronounce My Name at Graduation Online Form.
8. Complete Alumni Relations Online Form.
9. Complete online Exit Survey from Academic Dean.
10. Schedule with your Thesis Committee the date that your Thesis Defense will take place (begin this discussion when you apply to graduate in SIS so a target date can be tentatively scheduled on all Committee members' calendars).
11. Send email to Patty Dawson at patty.dawson@tufts.edu the date of your Thesis Defense.
12. Send email to Patty Dawson at patty.dawson@tufts.edu three weeks prior to your Thesis Defense that includes: 1) approved Abstract, 2) title of your Thesis, 3) names and titles of your Thesis Committee members (i.e., John Smith, PhD or Mary Jones, MD).
13. Submit Approval of Thesis for Public Defense Form.
14. Conduct your Thesis Defense and bring to your Defense the Doctoral Thesis Defense Report; everyone signs page one of this form and it must be submitted to Friedman's Registrar. Page two of this form will need to be approved by your Thesis Chair if you had "minor changes" requested at your Defense and then must be submitted to Friedman's Registrar. Also, page two of this form will need to be approved by your Thesis Chair and all of your Thesis Committee members (approval via electronic signature or email is fine in lieu of a handwritten signature on the form) if you had "major changes" requested at your Defense and then must be submitted to Friedman's Registrar.
15. Once any thesis edits have been made and approved and your completed Doctoral Thesis Defense Report for Degree Conferral Form has been emailed to michelle.frankfort@tufts.edu, then the following three steps need to be completed in the order listed below (will take less than 20 minutes):
 - Survey of Earned Doctorates: Register for access to the web survey at: <https://sed-ncses.org> and you will receive an e-mail with the link to the web survey, along with your individual PIN and password so you can access the secure server and complete the online SED. When you complete the SED, and receive a confirmation certificate online, please forward the confirmation PDF document to michelle.frankfort@tufts.edu.
 - ProQuest (online submission of final approved Thesis): Friedman's ProQuest website is <http://www.etsadmin.com/friedmannsp>. First create an account and then follow the prompts to upload your Thesis and complete the process. Also, email Electronic copy of final thesis to michelle.frankfort@tufts.edu so it may be added to Friedman's Thesis archives.

Appendix 1

Authorship Guideline Relating to Manuscripts Involving Friedman School of Nutrition Science and Policy Students

These guidelines apply to all written submissions involving students of the Friedman School when using their school affiliation in the context of publication. Their intent is to protect students' interests in the context of research-based publications.

The school encourages student participation in research and related authorship of publishable papers, be it alone or in collaboration with faculty or other students at the school. These guidelines identify minimum requirements for authorship as well as for acknowledgments. Some journals have additional requirements. Every author must comply with the authorship requirements of the journal to which a manuscript is submitted provided that he/she *also* meets the minimum requirements of the Friedman School.

These guidelines are largely based on the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (updated February 2006), produced by the International Committee of Medical Journal Editors (<http://www.icmje.org/>), the Proceedings of the National Academy of Sciences USA (revised July 2006), available at: <http://www.pnas.org/misc/iforc.shtml#policies>, and guidelines to authors of the Journal of the American Medical Association at: <http://jamanetwork.com/journals/jama/pages/instructions-for-authors>.

All persons designated as authors should meet the criteria for authorship as follows:

1. Authorship credit should be based only on: a) substantial contributions to the conception and design, data acquisition, or data analysis and interpretation (participation in a doctoral thesis committee does not in itself guarantee co-authorship of resultant publications); b) contributing new reagents, new animal models (e.g. transgenic animal), or other novel tools for successful implementation of the study design, c) drafting or revising an article critically for important intellectual content; and d) final approval of the version to be published. Conditions a, and c and d must all be met; condition b is specific to only certain kinds of biological research.
2. When doctoral thesis work is converted into publishable articles or other paper the doctoral student concerned is typically first author. The order of other authors on the by-line should be a joint decision among co-authors, guided by the amount of time invested in bringing the publication to fruition. Relative contributions to the research, writing and analysis process, and hence likely order of co-authorship, should as far as possible be agreed at that outset of paper preparation (or as early in the process as possible), rather than at the point of submission (see attached references for further guidance on the ethics of deciding authorship order).

Authors should be prepared to explain the order in which authors are listed. If issues cannot be resolved jointly among authors, potential co-authors concerned about perceived unethical practice can bring the issue to the attention of the Academic Dean. If unresolved at that level a case may be brought to the Grievance Committee, and ultimately to the University's Grievance Committee.

3. An author may list more than one contribution to a publication, and more than one author may have contributed to the same aspect of the work. Authors should be prepared to indicate their specific contributions to the published work. The corresponding author must obtain permission

from all authors for any change in the order of authorship prior to publication. Students should pay close attention to the order of authorship at the time of submission of drafts to a journal, and also when signing any copyright agreement.

4. Other members of the group who do not meet authorship criteria should be listed, with their permission, in the Acknowledgments or in an appendix. The acquisition of funding, data collection, supervision of the research group, or participation as a support service center member, *do not* justify authorship.
5. Authorship of multi-center trials should be attributed to a group. All individuals in a group who are named as authors should meet the criteria for authorship. Members who do not meet authorship criteria should be listed, with their permission, in the Acknowledgments or Appendix sections.
6. List all other contributors who do not meet the criteria for authorship, such as individuals who provided purely technical or writing assistance, a laboratory director who provided only general support, and/or material support in the Acknowledgments section.
7. Groups of people who have contributed to the paper but whose contributions do not justify authorship may be listed in the Acknowledgments section under a heading such as “participating investigators.” Their contributions can be described as “scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for volunteers and/or animals.”
8. Because readers may infer endorsement of data by those acknowledged, all persons must give written permission to be acknowledged.
9. Conflict of interest exists if there is a direct or indirect financial relationship with industry through employment, consultancies, stock ownership and honoraria, either directly with the author, or through the author’s family. However, conflicts can also occur for other reasons, such as antagonistic personal relationships among researchers or students, or academic competition. The perception of conflict of interest should be avoided. All authors should be prepared to defend any relationship that could be construed or perceived as a conflict of interest. For further details, see Tufts University’s Policy on Conflict of Interest as published in Tufts’ Business Conduct Policy (2000) booklet or seek advice and counsel for Tufts’ Office of Associate Provost for Research.

Recommended Reference Materials on Ethics of Authorship.

1. Bennett and Taylor (2003) Unethical practices in authorship of scientific papers. *Emergency Medicine* 15:263-70.
2. Bhandari, Einhorn, Swiontkowski and Heckman (2003) Who did What?: (Mis)Perceptions about authors’ contributions to scientific articles based on order of authorship. *Journal of Bone and Joint Surgery* 85;1605-9
3. Fine and Kurdeck (1993) Reflections on Determining Authorship Credit and Authorship Order on Faculty-Student Collaborations. *American Psychologist* 48 (11): 1141-7.

Guidelines for Authorship of Papers for Publication Arising out of Student Theses

Consistent with guidelines for manuscripts submitted to biomedical journals, the Friedman School has adopted the following guidelines for authorship of papers to be published based on students' thesis research.

Each listed author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based only on:

- a) substantial contributions to conception, design, analysis, or interpretation of data,
- b) substantial contributions to drafting the article or reviewing or revising it critically for important intellectual content, and
- c) final approval of the version to be published.

Conditions (a), (b), and (c) must be met.

It is thus not automatic that all Thesis Committee members will be listed as authors of all papers arising from the thesis. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research center, consortium, laboratory, or group is not by itself sufficient to justify authorship. Participation as a research assistant performing the typical duties of the job is also not sufficient to justify authorship.

Faculty members serving on Thesis Committees or as advisors on thesis research may decide that their contribution does not justify authorship of articles arising from the thesis, without implying a lack of acceptance of the thesis.

It is suggested that, early in the process of planning the thesis, the student and the Committee identify the individual papers to be written, the expected contributions of the Committee members to each paper, and probable authorship.

Costs Associated with Publication

It is also suggested that in advance of preparation of manuscripts for publication that all applicable parties (the student, faculty supervisor, Thesis Chair, Thesis Committee, and other collaborators) discuss and agree upon responsibility for page charges, open access fees, and other costs of publication.

Appendix 2

Grievance Policies and Procedures at the Friedman School Approved by faculty October 30, 2001

Charge to the Grievance Committee

This Committee will address grievances from members of the Gerald J. and Dorothy R Friedman School of Nutrition Science and Policy Community according to procedures established by the Faculty of the Friedman School. In appropriate circumstances, the Committee will conduct Formal Hearings of grievances and make Findings based on these hearings. Before the entire Committee will consider a grievance, either less formally or in a Formal Hearing, a Grievant will make an appointment with a Committee member to resolve the problem at the lowest organizational level possible. The Grievance Committee will be composed of four members of the Faculty of the Friedman School, elected for staggered four-year terms. The Committee shall elect to a two-year term a member from outside the

Faculty of the Friedman School to serve at Formal Hearings only. This member shall be selected from a list of no fewer than three candidates provided by the Dean. A member of the Grievance Committee may not serve concurrently as a member of the Committee on Appointments and Promotions. This Committee shall report annually to the Dean of the Friedman School.

School of Nutrition Science and Policy Grievance Policy and Procedures

Unless otherwise specified, the term "Dean" refers to the Dean of the Friedman School or his or her designated representative.

In the interest of having the Friedman School and its faculty perform their duties and obligations in a harmonious and effective manner, the School recognizes the importance of prompt and equitable disposition of any grievance at the lowest organizational level possible under procedures of maximum informality and flexibility.

Grievance procedures, whether informal or formal, should insure fairness in relations among faculty, students, and staff. Members of the Grievance Committee serve as mediators and fact finders entrusted with the task of resolving misunderstandings and redressing injustices equitably without undue delay through the grievance procedures established by the Faculty of the Friedman School.

Issues that might be appropriate bases for initiating grievance procedures include but are not limited to (a) an academic grading dispute, or a perceived violation, misinterpretation, or inequitable application of policy or procedure affecting a member of the Friedman School Community, (b) treatment of one member of the Friedman School Community by another that is inappropriate, unprofessional, or not consistent with one's standing within the Friedman School Community, (c) issues of authorship or credit for academic work performed. The following types of issues must be dealt with through other University procedures, e.g.: (a) scientific misconduct and plagiarism; (b) perceived discrimination or harassment because of race, color, religion, national origin, sex, age, handicap, or sexual preference. In cases involving the actions of any other Friedman School Committee or in cases involving the actions of individual members of the Friedman School Community as part of their official duties and responsibilities, the Grievance Committee will consider or act with respect to their decisions only insofar as such considerations bear directly and substantially on charges of impropriety or procedural irregularity.

Members of the Friedman School Community who hold appointments in other units of the University may bring issues to the Grievance Committee only if such issues directly or substantially arise from the members' appointment in the Friedman School and if the respondent is a member of the Friedman School.

Grievance Committee

The Grievance Committee consists of four members of the Faculty of the Friedman School, elected by the Friedman School faculty, for staggered four-year terms. The Committee shall elect to a two-year term a member from outside the Faculty of the Friedman School to serve at Formal Hearings only. This member shall be selected from a list of no fewer than three candidates provided by the Dean. In the event of a vacancy on the Committee, a replacement will be selected in accordance with the School's by-laws to fill out the unexpired portion of the term. A member of the Grievance Committee may not serve concurrently as a member of the Committee on Appointments and Promotions.

The Committee shall meet at least once each year to elect a Chair for that academic year. At least once each year, the Committee shall review with the appropriate member of the University Administration

(e.g., the General Counsel, Human Resources officer, or other qualified person) the criteria for grievable and non-grievable issues. The Committee shall also meet upon the request of a Grievant, or upon the request of at least half of the Committee members, or whenever, in the opinion of the Chair, a meeting is desirable.

Members who miss three consecutive Committee meetings will be considered to have resigned their appointment to the Grievance Committee.

Grievance Procedure

Committee members with current appointments to the Committee, and only such members, will have responsibility for any grievance that spans the terms of two different Committees. That is, grievances started under one committee will be passed on to the newly elected committee for resolution if timing requires it.

Time Limits: All time limits are to be calculated not counting the day of delivery or receipt but counting the day of requisite action. Thus, if a Request for a hearing is received on a Tuesday the Hearing date shall be no later than the Tuesday four weeks later. In the event that a deadline shall occur on a University holiday, the deadline shall be moved to the next business day. The Committee may, at its discretion, by majority vote of the Committee, extend any deadline for a reasonable period of time, to allow all parties adequate opportunity to prepare for the Hearing, or for other appropriate reason. The right to postpone such deadlines is reserved to the Committee.

First Contact: A member of the Friedman School Community (the Grievant) who wishes to present a grievance should contact any member of the Committee (the First Contact Person) requesting a meeting. After conferring with the Grievant, the First Contact Person may offer nonbinding advice, in confidence, concerning the merits of the case and concerning further action that might be taken. Typically, such advice might involve but not be limited to (a) a referral to another individual or committee within the University, (b) a nonbinding evaluation of the merits of the grievance, (c) an offer to mediate the grievance, (d) a recommendation that the grievance be referred to the full Committee for informal consideration, or (e) an opinion that the issues raised may not be grievable under these Procedures. If the First Contact Person believes the issues are non-grievable, and the Grievant wishes to pursue the grievance, the issue will be referred to the full Grievance Committee to determine, by majority vote, if the issues are grievable or not. If the Committee decides at any stage that the issues presented are not grievable under these Procedures, the Committee will advise the grievant of such determination and the reasons therefore. Otherwise, the following procedures will apply.

The First Contact Person shall not take action or report further on the case without the written consent of the Grievant. With the written consent of the Grievant, the First Contact Person may communicate with the interested parties in an attempt to resolve the grievance informally. If the grievance cannot be resolved at this level, the Grievant may request that the full Committee (but without the external member) be convened to consider the grievance informally.

Informal Grievance Procedure: The Grievant will submit to the Committee a written description of the grievance and the remedies sought. He or she will then meet with the Committee informally to discuss the grievance. With written permission from the Grievant, the Committee will then contact the Respondent and request a meeting with that person separately. The Committee will attempt to reach a settlement acceptable to both sides at this informal level.

The First Contact and Informal Procedure are expected to take no longer than two months, at which time the grievance will either move to Formal Hearings or be withdrawn by the Grievant. If the grievance cannot be disposed of at an informal level, either party may request that a Formal Hearing be held. This request must be in writing to the Chair of the Committee and outline the disagreement and remedies requested.

The Grievance Committee will not process a grievance when the parties and issues are before a court or the subject of a determinative court decision.

In the event that any member of the Grievance Committee has participated in the circumstances that led to the grievance, that member shall not serve in any capacity in that case. When the participation of the full Committee is required for a Formal Hearing, the Dean will name an ad hoc member to the Committee.

Formal Procedure:

Scheduling of Formal Hearings

The Chair of the Committee shall promptly schedule and arrange for the Formal Hearing that shall include the Grievance Committee including the outside member, the Grievant, and the Respondent. The Hearing date shall not be less than two weeks nor more than four weeks from the date of receipt of the Request, provided, however, that a hearing for someone who is under suspension shall be held as soon as arrangements therefore may reasonably be made, typically not later than three weeks from the date of receipt of the Request. All deadlines can be extended at the discretion of the Committee by majority vote to assure the integrity of the hearing process, or for other appropriate reason. A grievance case must be received by the Chair of the Grievance Committee during either the fall or spring academic semester. If a case cannot be completed within the academic year, the hearings may be suspended, at the discretion of the Committee by majority vote, until the next academic year, even though the makeup of the Committee may be changed by elections. The Chair of the Committee shall notify the Grievant and all parties named in the Request for a Formal hearing, in writing of the time, place, and date so scheduled. The Chair shall also notify in writing the Academic Dean.

Conduct of the Hearing

(1) No member of the Grievance Committee may vote by proxy. The Committee shall vote to determine the periods in which the Hearing is to be kept open (parties to the grievance may attend) or closed (executive session). This vote may be taken with respect to any of the individual sessions that together compose the Hearing.

(2) An accurate record of the Hearing shall be kept. The method shall be established by the Committee, and be accomplished by use of a court reporter, electronic recording unit, detailed transcription, or by taking of adequate minutes.

(3) The personal presence of the Grievant shall be required. A Grievant who fails without good cause to appear and proceed at such Hearing shall be deemed to have abandoned the grievance. If the respondent fails to attend the hearing without providing a proper reason for his absence, the hearing may be conducted in his absence, at the discretion of the Committee, determined by majority vote.

(4) Postponement of Hearings beyond the time set forth in these Procedures shall be made only with the approval of the Grievance Committee. Granting of such postponements shall only be for good cause shown.

(5) Each party to the grievance may be accompanied at the Hearing by a person of his or her own choosing and shall be so informed by the Chair in the notification of the Hearing. All parties shall attempt to present evidence with a minimum of procedural encumbrance. Although formal rules of evidence shall not apply, the Committee should take special care in evaluating letters or other hearsay evidence that is presented by or on behalf of any Party. The Grievance Committee may be advised by an attorney on matters of procedure and evidence.

(6) The Chair of the Committee shall preside over the Hearing to determine the order of procedure during the Hearing, to assure that all interested parties or their representatives have the opportunity to participate, to assure that all participants in the Hearing have a reasonable opportunity to present relevant oral and documentary evidence, and to maintain decorum.

(7) Strict rules of law relating to the examination of witnesses or presentation of evidence do not apply.

(8) During the Hearing, the Grievant(s), the Respondent(s), and the Grievance Committee shall have the following rights: to call and examine witnesses, to introduce written evidence, to cross examine any witness on any matter relevant to the issue of the Hearing, and to offer relevant evidence in rebuttal. At its discretion, the Committee may arrange for the presentation of such additional evidence as it deems relevant. If the Grievant does not testify in his or her own behalf, he or she may be called and examined as if under cross-examination.

(9) The Committee may, without special notice, recess the Hearing and reconvene the same for the convenience of the participants or for obtaining new or additional evidence or consultation. Upon conclusion of the presentation of oral and written evidence, the Hearing shall be closed. The Committee may thereupon, at a time convenient to itself, conduct its deliberations in executive session and report its findings to the Dean within 60 days.

Findings

Findings by the Grievance Committee shall be based solely on the evidence presented. Within four weeks of the conclusion of the presentation of oral and written evidence, the Grievance Committee shall communicate its findings, including recommendations (if any) for disposition of the Grievance, ("Findings"), in a written report to the Dean and the parties to the grievance.

The Report, together with the record of the Hearing, shall be submitted to the Dean for final disposition. The Dean may seek the advice of the Provost, the President of the University, and members of the Board of Trustees. The Dean shall base his or her decision on the record, including the Findings, or if he or she determines that the Grievance Committee should take further evidence or reconsider its Findings, he or she shall so request within four weeks of receipt of the Report. This request shall be in writing and the grounds for reconsideration shall be stated in full. The Grievance Committee shall promptly reconsider its Findings and shall thereafter issue a second Report within four weeks.

The Dean shall make the final adjudication of the grievance within four weeks of the issuance of the Report or second Report of the Grievance Committee, as the case may be. In a case where the Dean is in disagreement with the Findings of the Grievance Committee, the Dean shall so inform the chair and shall meet with the Grievance Committee within a four-week period to discuss the basis of the disagreement, prior to the Dean's rendering a final decision.

The Dean shall inform in writing the Grievant, all other parties in the grievance, and the Grievance Committee of the final disposition of the case, and in the event that the final disposition is not in

accordance with the Findings of the final Report of the Grievance Committee, the Dean shall give in writing the grounds for rejection of those Findings. After the final disposition of the Formal Hearing, the record of the Hearing and copies of all documents pertaining to the Hearing shall be placed in a separately held file of the Dean.

The Report of the Findings shall not be made to, nor adjudication made by, an individual who is a party to the grievance. In the event that the Dean is a party to the grievance, the Report of the Findings shall be made to the Provost or his or her designated representative for final adjudication. The record of the Hearing and copies of all documents pertaining to the Hearing shall then be placed in the files of the Provost.

Confidentiality

Consistent with the requirements of law, and the privacy of the parties involved, the Committee will make every effort to maintain the confidentiality of all proceedings relating to the Grievance, including the identities of the parties involved. The First Contact Person shall not take action or report further on a case without the written consent of the Grievant. The First Contact Person shall obtain written permission before disclosing to other Committee members any information that would break confidentiality.

If it is found that a committee member has made unauthorized, public revelations of confidential information that could be known only through committee activities, that person shall be removed from the committee by the Dean. In addition, the Chair shall have a letter describing the breach of confidentiality placed in the individual's permanent personnel file. If it is the Chair who breaks confidentiality, the Dean shall place such a letter in the individual's file.

Grievants should be informed that there are some situations where legal and/or University regulations take precedence over confidentiality requirements. These include but are not limited to charges of sexual harassment and cases involving affirmative action, which, as a matter of University policy, must be reported to the Special Assistant to the President for Affirmative Action. Members of the Committee are free to take whatever actions seem appropriate if there is reasonable suspicion that individuals are a threat to themselves or others or that a crime has been committed. However, such actions must be consistent with protecting confidentiality insofar as it is possible.

Reporting Requirements

The Grievance Committee shall report at least annually to the Dean. The Report shall consist of the number of cases heard by First Contact Persons and by the Grievance Committee and the general nature of the grievances, in such a way that complete confidentiality will be maintained and that the identity of those involved (Grievant and Respondent) will not be revealed.

Record Keeping and Disposition

All records (whether print or electronic) that refer to particular grievances shall be stored under lock and key. Files may be maintained on a desktop computer only if they are password-protected with passwords known only to members of the Grievance Committee.

The First Contact person will retain copies of all records of First Contacts that do not lead to further action, for a period of three (3) years. The Chair will keep copies of all records pertaining to Informal and Formal procedures while they are ongoing. The Dean will keep records pertaining to Informal procedures for three (3) years after their resolution, and of Formal Hearings for five (5) years after their resolution.

Appendix 3

Satisfactory Academic Progress

The below sections provide explanations for Satisfactory Academic Progress. The specific criteria for Satisfactory Academic Progress, specified by each degree program, are found in the table below.

Maximum Time to Complete Degrees

In order to achieve satisfactory academic progress, a student must complete their degree requirements within 150% of the degree program's published length in accordance with the standards established by their program as noted in the table below, assuming full-time enrollment. In cases where a student is enrolled part-time, the time to completion of degree will be adjusted accordingly.

Grade Point Average to Achieve Satisfactory Academic Progress

As part of the Satisfactory Academic Progress assessment, students will be evaluated to determine if they have achieved satisfactory levels of academic progress. In order to achieve satisfactory academic progress, a student must earn a minimum GPA in accordance with the chart below. Although a grade of B- is considered a passing grade for an individual course and will be counted toward degree semester hour units, a cumulative GPA of 3.00 is required to be granted a degree from the Friedman School. Transferred semester hour units are not included in calculation of the GPA and are not included when determining Satisfactory Academic GPA requirements.

Completion Rate (Semester Hour Units Progression)

Each student's cumulative Completion Rate will be evaluated by comparing the total number of attempted semester hour units with the total number of semester hour units earned. In order to achieve satisfactory academic progress, a student must earn a minimum percentage of semester hour units attempted in accordance with the chart below.

Semester hour units attempted are those hours a student is registered for at the conclusion of the Add/Drop period each semester as defined by the Registrar's Office. All classes for which a student is registered after that date will be included. Successfully completed semester hour units are defined as the total number of hours which a student receives a grade of B- or better.

Treatment of Course Withdrawals, Incompletes/Not Reported, Repeated Courses and Transfer Courses

Withdrawals (W): Semester hour units for courses dropped before the conclusion of the Add/Drop period that no longer appear on the student's enrollment record or transcript will not count as a course attempted. Semester hour units for courses in which a student has remained enrolled after the Add/Drop period for which the student receives a "W" grade, will count as a course attempted.

Incompletes (I): Semester hour units for courses in which a student has an Incomplete grade or the faculty has not reported a grade at the time in which SAP is reviewed will be included in the course attempted hours. However, as there is no current grade in the system, these courses will not be included in the cumulative GPA determination at such time.

Repeated courses: For required courses that are repeated due to failure, only the most recent grade is included in the students' cumulative GPA when determining the SAP standard for GPA. When determining if a student is meeting the SAP standard for Completion Rate, semester hour units for the original failure and the most recent course will count as a course attempted.

Students who receive a grade of less than a B- in a course may repeat the course in order to attempt to earn a better grade. If a student re-takes a course and passes it, s/he receives semester hour units for the course; both grades are included on the student transcript, and in computation of the GPA. No more than two courses may be re-taken in this manner during any Friedman School degree. Any given course may only be counted once toward a Friedman degree or certificate requirement. When determining the SAP standards for GPA and Completion Rate, both courses will be included in the determination. Students may only receive financial aid to repeat a previously passed course one time. Students that opt to repeat a course a subsequent time must pay for that course.

Transferred Semester Hour Units: Semester hour units for approved transfer courses used to fulfill degree requirements will be included when determining SAP Completion Rates.

Other Institutions (Joint and Combined Degree Programs)

Students enrolled in courses as students in Joint or Combined Degree Programs with other institutions are subject to the standards of Friedman School satisfactory academic progress for only the semesters when the student's enrollment is administered by the Friedman School. If the terms of the Joint or Combined Degree Program include stricter requirements for satisfactory academic progress, the stricter requirements will be honored and enforced by the Friedman School.

Table. Criteria for Satisfactory Academic Progress

Degree Program	Cumulative Semester Hour Units Attempted	Minimum GPA	Minimum Time to Degree (years)	Maximum Time to Degree (years)	Cumulative Semester Hour Units Attempted	Semester Hour Units That Must be Successfully Completed (%)
MS	0-24	2.7	2	3	0-24	50%
	24.1 or more	3.0			24.1 or more	67%
Combined MS/ Dietetic Internship	0-15	2.7	2	3	0-15	50%
	15.1 or more	3.0			15.1 or more	67%
MA in Humanitarian Assistance and MS in Sustainable Water Management	0-12	2.7	1	1.5	0-12	50%
	12.1 or more	3.0			12.1 or more	67%
Doctor of Philosophy	0-24	2.7		7	0-24	50%
	24.1 or more	3.0			24.1 or more	67%
			Minimum Semester Hour Units for Degree	Maximum Semester Hour Units for Degree		
Master of Nutrition Science and Policy	0-15	2.7	30	45	0-15	50%
	15.1 or more	3.0			15.1 or more	67%

Appendix 4

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

The Tufts University Technology Services (TTS) Information Stewardship 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 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.

First time offenders will be notified by the University and must bring their computer to the Multimedia Resource Center (MRC) in the basement of the Sackler Building. All offending files will be removed and the operating system rebuilt. The Dean for Students is also notified of the violation. If a second offense occurs, the student will be referred to the Dean for Students for disciplinary action.

For more detailed information, please visit: <https://it.tufts.edu/dmca>.

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 to:

Assistant Dean of Student Affairs
Friedman School Office of Student Affairs
Jaharis Center
150 Harrison Ave.
Boston, MA
Phone: (617) 636-3777

For further details about receiving accommodations, visit the Disability Services and Office of Equal Opportunity website at: <https://oeo.tufts.edu/policies-procedures/accommodation/>.

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 (<http://oeo.tufts.edu/reporting-resources/>).

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 (<https://oeo.tufts.edu/sexual-misconduct-policy/>).

Appendix 8

Sexual Assault Policy

Sexual Assault is a crime of violence that is never acceptable and will not be tolerated at Tufts University. The University is dedicated to the elimination of sexual assault within the Tufts community. Accordingly, the University takes all allegations of sexual assault seriously, and is committed to providing information, resources, and clear direction to the members of the Tufts community so that together we can help prevent and respond to sexual assault. The University affirms the right of survivors to decide how they may best use university and other support systems and processes to address crimes of sexual assault. Retaliation against anyone who brings forward a complaint of sexual assault is strictly prohibited. Anyone responsible for retaliation, whether that person is the accused party or someone affiliated with the accused, will be subject to disciplinary action by the University (<https://oeo.tufts.edu/sexual-misconduct-policy/>).

Appendix 9

Health Insurance and Immunization Requirements and Waiver of the THP Student Health Insurance

State Law and University Policy require that students be covered by health insurance. The Tufts Health Plan (THP) is not intended to replace other adequate health insurance coverage that a student may have. Thus, students are not required to enroll in the THP and may waive this insurance plan by completing a Waiver Form. The Waiver certifies participation in a health insurance plan that meets or exceeds the coverage required by Massachusetts General Law. Waiver regulations are posted on the Student Advisory & Health Insurance student health section of their web site (<http://medicine.tufts.edu/Student-Services-and-Campus-Life/Student-Advisory-and-Health-Office>). Waiver Forms are available at the Student Advisory & Health Administration Office or on the web site and must be completed by August 31 of each year.

Immunization Requirements

All newly accepted students must submit immunization documentation to the Student Advisory & Health Administration Office by July 1. Please note that the TB tests must be completed every year. See the web site (<http://medicine.tufts.edu/Student-Services-and-Campus-Life/Student-Advisory-and-Health-Office>) for more information regarding immunization requirements and forms. Students who do not comply with this requirement will not be allowed to register for subsequent semesters.

Student Advisory & Health Administration Office

Posner Building, 4th floor
200 Harrison Avenue
617-636-2700
Monday - Friday, 9:00 a.m. – 5:00 p.m.

Appendix 10

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) provides students certain rights with respect to their educational records. In general, these rights include:

- 1) The right to inspect and review education records (with certain limited exceptions) within 45 days of the day Tufts receives a student’s request for access. A student should submit any such request to the Registrar’s Office in writing, identifying the specific records that the student wishes to inspect. The Registrar’s Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
- 2) The right to request the amendment of education records if the student believes they are inaccurate. Students should submit any such request to the Registrar’s Office in writing, clearly identifying the records that the student wants to have amended and specifying the reasons the student believes those records to be inaccurate. The Registrar’s Office will notify the student of the University’s decision whether to amend the student’s records. If the University decides not to amend the student’s records, the Registrar’s Office will inform the student of the right to a hearing regarding the student’s request for amendment.
- 3) The right to require Tufts to obtain the student’s written consent before releasing personally identifiable information from the student’s education records unless an exception applies.

Definitions

For purposes of this policy a **student** is defined as someone who is (or someone who has) officially matriculated at the University, and who attends (or has attended) classes at Tufts. This definition does not include prospective students or applicants.

Education records are records relating to a student that are maintained by the University or by a party acting on its behalf, with some exceptions.

The following records are **not** considered education records:

- Records created by a school official as a personal memory aid (such as notes of a private telephone conversation).
- Records of the Tufts University Police Department which are maintained separately and solely for law enforcement purposes.
- Most records created and maintained by a physician, psychiatrist, psychologist or other treatment purposes. Even though these records are not considered education records under FERPA, they may still be made available to students following completion of a HIPAA release form.
- Records pertaining to a former student other than those generated when that person was a student, such as alumni records.

Personally identifiable information includes a student's name, address or other information that would allow a student to be identified. FERPA generally prohibits the University from disclosing personally identifiable information from a student's education record without the student's consent unless the information has been designated as directory information or another exception applies.

Directory information consists of the following:

- Student's name
- Address (both local and permanent)
- Telephone number (local, cell and permanent)
- Date and place of birth
- Academic program (school, degree, major, minor)
- Enrollment status (dates of attendance, full-time/part-time status)
- Degrees, honors and awards received
- Participation in athletics and student activities
- Most recent educational institution attended
- E-mail address
- Photo

Privacy Blocks are available to students who wish to prevent the University from disclosing their directory information (in student directories and commencement programs, for example) by selecting the appropriate privacy settings through SIS. For additional information about privacy blocks, please contact Friedman's Registrar.

Release of Your Records to Third Parties

Personally identifiable information in your records, except for directory information as discussed above, may not be given to third parties without your written consent, with the following exceptions:

- To Tufts officials such as employees and members of faculty and trustee committees who have a need to know or who are required to work with your records to carry out their duties.

- To officials of another education institution in which you seek to enroll. If your record is transferred, however, you will be entitled, upon request, to a copy of such records. This applies to other schools and colleges within the University and to institutions in which you may be cross-registered or enrolled at the University.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local authorities responsible in connection with an audit or evaluation of federal or state supported education programs.
- To an individual or organization required to be informed in connection with your application or receipt of financial aid.
- To state and local officials to whom information is specifically required to be reported by state laws enacted prior to November 19, 1974.
- To appropriate parties in a health or safety emergency if necessary to protect your health or safety or that of another.
- In compliance with a subpoena, or in response to other legal action involving the student and the University.
- When the information is a record of a campus disciplinary proceeding. For students under the age of 21, the University may also inform parents about violations of any federal, state, or local law, or any University rule or policy that governs the use or possession of alcohol or a controlled substance.

Any request or authorization to allow material from your files to be shown to third parties should include: (1) a specification of the records to be disclosed; (2) the purpose of the disclosure; and (3) the party or class of parties to whom disclosure may be made. For additional information about authorizing disclosures from your education records, please contact the Registrar's Office. Please note that the University does not preserve students' education records in perpetuity. In fact, most records are not maintained for more than seven years after a student's expected date of graduation.

Complaint Procedure

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Tufts to comply with the requirements of FERPA.

- A complaint must be submitted to the Department within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The name and address of the office that administers FERPA and accepts such complaints is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605. For more information visit: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Appendix 11

University Policy on Rights and Responsibilities with Respect to Intellectual Property

As part of your graduate studies or other work performed while you are a graduate student at Tufts University, you may be involved in the development of inventions, discoveries, and creative works that may have commercial as well as scientific and scholarly value. As a student at Tufts University, you should be aware that any intellectual property that you develop or help to develop may fall under the Tufts University policies. This may be true even if you are not compensated for the work if in the development of the intellectual property you use University resources such as space, facilities, equipment, staff, or funds. Thus, it is important that you understand the Tufts University policies regarding intellectual property (<http://techtransfer.tufts.edu/resources/tufts-policies/intellectual-property-policies/>).

What is covered under this policy? Briefly, all intellectual property produced at the University by University personnel (including students) is covered by this policy. Intellectual property is defined in the University policy as inventions, creative works, patentable subject matter, copyrightable materials, know-how, electronic or paper documents, software (including source code and object code), multimedia or audiovisual materials, and photographs. For purposes of this policy, intellectual property is divided into two categories:

- "Patentable intellectual property" includes all inventions, discoveries, know-how and discoveries or other material that is patentable under US law as well as all software that is excluded from "copyrightable material" (whether or not patentable under US law).
- "Copyrightable intellectual property" includes all creative works, electronic or paper documents, software (including source code and object code), multimedia or audiovisual materials, and photographs, and any other materials that may be copyrightable under US law. Copyrightable material includes educational or research software but does not include software other than educational or research software.

The Tufts University policy is designed to provide for incentives that foster creative activity, and to help assure that any intellectual property produced will be exploited for the benefit of the creators, the University research enterprise, and the public. The University makes available through the Office of the Vice Provost technical and legal assistance in procedures necessary to protect ownership of intellectual property and to aid in its commercial development. More details is available at: <http://techtransfer.tufts.edu/resources/tufts-policies/intellectual-property-policies/>.

Appendix 12

Forms for the Friedman School that Require Approval <http://nutrition.tufts.edu/students/registrar/forms>

Friedman Forms	Required Approvals	Final Friedman Sign Off:	Submit Form to:
Degree Requirement Worksheet	Academic Advisor Division Chair/Program Director	Academic Advisor Division Chair/ Program Director	Friedman's Registrar (michelle.frankfort@tufts.edu)
Directed Study Course Proposal	Friedman Faculty Sponsor Academic Advisor Division Chair/Program Director	Division Chair/ Program Director	Friedman's Registrar (michelle.frankfort@tufts.edu)
Exemption Petition from a Required Course or Degree Requirement	Academic Advisor Expert Faculty (as needed)	Academic Advisor	Friedman's Registrar (michelle.frankfort@tufts.edu)
Request for Incomplete Grade	Instructor	Instructor	Friedman's Registrar (michelle.frankfort@tufts.edu)
Internship Contract	Student Academic Advisor Division Chair Internship Supervisor	Office of Student Affairs	Office of Student Affairs
Petition for Transfer of Course	Student Academic Advisor Expert Faculty Academic Dean	Academic Dean	Friedman's Registrar (michelle.frankfort@tufts.edu)
Specialization Approval Request	Academic Advisor Division Chair	Division Chair	Friedman's Registrar (michelle.frankfort@tufts.edu)

Forms for PhD Students - http://nutrition.tufts.edu/students/registrar/forms			
Friedman Forms	Required Approvals	Final Friedman Sign Off:	Submit Forms to:
PhD STEP 1 of 10: Individualized Development Plan (myIDP) at: https://myidp.sciencecareers.org	Must email PhDforms@tufts.edu indicating date of completion; submission of myIDB not required	N/A	Academic Advisor (optional) Thesis Committee (optional)
PhD STEP 2 of 10: Annual Progress Report (APR)	Complete and submit by July 31 each year for Academic Dean to review until degree is conferred	Academic Dean	PhDforms@tufts.edu (for Academic Dean to review) Faculty Advisor (optional) Thesis Committee (optional)
PhD STEP 3 of 10: Request for Doctoral Qualifying Examination	Academic Dean	Academic Dean	PhDforms@tufts.edu
PhD STEP 4 of 10: PhD Qualifying Examination Report	Examining Committee Members	Examining Committee Members	PhDforms@tufts.edu
PhD STEP 5 of 10: Thesis Letter of Intent	Student Proposed Thesis Chair Proposed Thesis Committee Members Academic Dean	Student Proposed Thesis Chair Proposed Thesis Committee Members Academic Dean	PhDforms@tufts.edu
PhD STEP # 6 of 10 (in conjunction with Step 5): Doctoral Compact	Student Thesis Chair Thesis Committee Members Other Advisor(s)	Student Thesis Chair Thesis Committee Members	PhDforms@tufts.edu Thesis Committee
PhD STEP # 7 of 10: Thesis Committee Report (ongoing every 4 months until degree is conferred)	Student Thesis Chair Thesis Committee Members	Thesis Chair Thesis Committee Members	PhDforms@tufts.edu
PhD STEP 8 of 10: Thesis Proposal Defense Report	Thesis Chair Thesis Committee Members	Thesis Chair Thesis Committee Members	PhDforms@tufts.edu
PhD STEP 9 of 10: Approval of Thesis for Public Defense	Thesis Chair Thesis Committee Members	Thesis Chair	Friedman's Registrar (For Graduation Checkout: michelle.frankfort@tufts.edu)
PhD STEP 10 of 10: Doctoral Thesis Defense Report for Degree Conferral	Thesis Chair Thesis Committee Members	Thesis Chair Thesis Committee Members	Friedman's Registrar (For Graduation Checkout: michelle.frankfort@tufts.edu)

Appendix 13

Starting a New Student Organization

The Office of Student Affairs provides students with the resources to start official organizations and groups recognized by the Friedman School. Before you begin the process, please speak to someone in the Office of Student Affairs to make sure the mission of your proposed organization does not overlap with that of an existing organization. To apply for a new recognized student organization, students must complete a Graduate Student Organization Recognition Form. A copy of this form and all other appropriate paperwork is available in the Office of Student Affairs. Recognition by the Friedman School does not imply official endorsement of the organization's ideas or activities. New recognition by no means guarantees funding. Student organizations must comply with guidelines and rules within the current Tufts University Student Handbook.

Appendix 14

Alcohol Event Policy for Student Organizations

The welfare and safety of students and their guests are central to the university's policies on alcohol. All groups sponsoring events where alcohol will be served are responsible for observing Massachusetts State laws, city ordinances and University regulations. The following policies apply to all Friedman student organization events on university property where alcohol is being served:

- The Office of Student Affairs must approve at least one month in advance, every event where alcohol is being served.
- Events that include guests not affiliated with Tufts require a special permit through the City of Boston.
- No one under 21 years of age will be served alcohol.
- A Tufts University detail officer must be hired to be at the event.
- No alcoholic beverages may be taken off the event premises. Beverages of any kind must be consumed or discarded before leaving the facility. Alcoholic beverages are prohibited outside the reasonable boundaries of the event as defined by the TUPD detail officer.
- The use or possession of kegs or other bulk containers of alcohol is prohibited.
- Cash bars are prohibited unless in a licensed facility or a one-day alcohol service license has been obtained and presented to the detail officer.
- Alternative non-alcoholic beverages and food must be available at all alcohol events in sufficient quantities to last the entire event.

Appendix 15

Tufts Email Accounts and E-List Policies

Every student is responsible for checking their Tufts email accounts for school and university-related emails. This is the only email address we use to contact students. Students must adhere to the University's Tufts Email Accounts and Addresses Policies which can be found online here <https://it.tufts.edu/email-pol>.

All matriculated students are subscribed to the following e-lists. These E-lists include many of the administrators, faculty and staff at the University as members. Users are advised to exercise discretion when considering posting material that could be considered objectionable or discriminatory against any person on the basis of race, color, gender, sexual orientation, disability, religion, or age.

You cannot post to the following list without prior approval:

- **FriedmanAllStudents@elist.tufts.edu** - includes all students and will be used for official or school-wide announcements only. These messages are limited to school-wide announcements; messages will be distributed only with approval. Examples of school-wide announcements include reminders about the Friedman School Speakers Series and school-sponsored events, course and scheduling information, and notices of Tufts events or announcements that all students need to be aware of.

You can post to these lists if you are a member:

PROGRAM SPECIFIC LISTS (listed below) - includes all students, interested faculty and staff and are used for program specific events and announcements.

- friedman**afe**program@elist.tufts.edu
- friedman**bm**nprogram@elist.tufts.edu
- friedman**fanpp**program@elist.tufts.edu
- friedman**maha**program@elist.tufts.edu
- friedman**nc**program@elist.tufts.edu
- friedman**ndi**program@elist.tufts.edu
- friedman**ned**sprogram@elist.tufts.edu
- friedman**phd**program@elist.tufts.edu
- mns**p**students@elist.tufts.edu
- **swm**students@elist.edu

Appendix 16

Tufts University Code of Conduct Involving Interactions with Minors

Tufts University is committed to the safety and protection of children. The Code of Conduct, along with the “*Tufts University Policy to Protect Children and Prevent Abuse*” applies to all faculty, staff, employees, volunteers, and students who represent the University and who interact with children or young people in both a direct and/or unsupervised capacity.

Each student will be required to sign, and have on file in the Office of Student Affairs, a *Statement of Acknowledgement* of the Code of Conduct Involving Interactions with Minors.

Appendix 17

Threat Assessment Policy and Resources

Tufts University is committed to maintaining an environment where individuals are safe to learn, work and live. In support of this commitment, Tufts will not tolerate violence or threats of violence anywhere on its campuses or in connection with university-sponsored programs. The University has established threat assessment and management teams to evaluate and address violence and threats of violence made towards members of the Tufts University community.

To find out more, please go to the Tufts Threat Assessment and Management website (<http://ttam.tufts.edu>).

Appendix 18

Friedman School Doctoral Qualifying Examination Performance Assessment Rubric

As specified by the Policies and Procedures Handbook for Students of the Friedman School, the purpose of the Doctoral Qualifying Examination is to allow a designated faculty Committee member to assess “the student's mastery of certain topic areas and his/her competence to conduct thesis research.” Faculty members serving as examiners are expected to use their professional judgment to determine whether the student has adequately demonstrated such mastery and can be deemed competent to conduct independent research of sufficient caliber.

There are two main parts to the examination: the written component and the oral component. The written takes the form of a proposal which serves to demonstrate the student's preparedness to a) develop a testable research hypothesis, and b) design a feasible study to test that hypothesis. The proposal, and the student's oral defense of the text, should show an understanding of what constitutes doctoral level research, including feasibility, coherence, appropriateness of design and ethical conduct. The oral component of the examination is designed to test a student's factual knowledge and ability to synthesize, interpret, and make use of that knowledge.

In deriving their conclusion on the Qualifying Examination outcome, faculty members of the Examining Committee should take the following questions into account:

In the <http://ttam.tufts.edu> Proposal (text and/or oral discussion) was the student able to:

- a) Identify the significance of a research question in the context of current knowledge?
- b) Develop a testable research hypothesis from a broadly stated research question?
- c) Specify appropriate variables to be used to test the stated hypothesis?
- d) Develop a feasible research design and employ valid tools to collect the data needed to test the hypothesis?
- e) Design appropriate statistical analyses to address the hypothesis in the context of the proposed design?
- f) Identify the logistics, timing, and resources required to conduct the proposed study?
- g) Describe expected findings of the proposed study, identify the new knowledge that they would provide, and indicate their potential implications?
- h) Discuss any limitations of the proposal as proposed?
- i) Present and defend a research proposal that conformed to the format prescribed?

In the Oral Component of the Qualifying Examination was the student able to:

- a) Demonstrate a good understanding of questions posed by examiners and respond to them effectively?
- b) Show that he/she had a good grasp of issues raised and discussed by topic area?
- c) Use appropriate examples to support an argument?
- d) Exhibit the ability to synthesize knowledge across topic areas and discuss complex issues as required by the examiners?
- e) Offer evidence of the intellectual capability and skills required of a student to successfully complete research at a Doctoral level.

At the end of the Examination, anyone other than the Examining Committee is asked to leave the room. At this point, the Examining Committee members are required to take stock of the student's performance in all parts of the Qualifying Examination. They should each individually assess the student's abilities and potential for Doctoral level research based on the elements of this rubric. The Examining Committee should then discuss each examiner's conclusions, leading to a collective, unanimous decision regarding 'pass or fail'.

APPENDIX 19

Combined Degree Programs and Degree Requirement Worksheets for Degree Programs and Areas of Specialization

Combined Degree Programs

- **Combined degree offered by the Friedman School and The Fletcher School of Law and Diplomacy (MALD program)**
 - The requirements for the Friedman School Master of Science Degree for students in the MS/MALD (Friedman School/The Fletcher School) combined Master's program are the same as those for students in the relevant Friedman School program, usually Food and Nutrition Policy and Programs.
 - MS/MALD combined degree students take a total of 72 semester hour units in six semesters; half of these courses are taken at the Friedman School and half are taken at The Fletcher School.
 - Students may count a minimum of twelve semester hour units of Fletcher coursework toward their Friedman School MS degree and students may count twelve semester hour units of Friedman School coursework toward their Fletcher Master of Arts in Law and Diplomacy degree.

- **Combined degree offered by the Friedman School and Public Health and Professional Programs (MPH program)**
 - The requirements for the Friedman School Master of Science degree for students in the combined MS/MPH (Friedman School/School of Medicine/Public Health & Professional Degree Programs) are the same as those for students in the relevant program.
 - Sixty-three semester hour units are required for the combined MS/MPH degree. Fourteen courses (42 semester hour units) are counted toward the MPH degree and a minimum of forty-eight semester hour units are required for the Friedman Master of Science degree.
 - Twenty-seven semester hour units are double counted toward both the Friedman degree and the Public Health degree.
 - Students must either select an MPH concentration and complete those requirements or petition to pursue an individualized MPH and complete those requirements.
 - Students receive the MS and MPH degrees and transfer of semester hour units only when both programs are complete.
 - Students in the combined MS/MPH program may take any of the Friedman School programs in conjunction with any of the MPH concentrations.
 - Students in the Frances Stern Dietetic Internship (MS/DI) program may be unable to complete the MS/MPH in five full-time semesters because of additional clinical requirements.

- **Combined Degree offered by the Friedman School (AFE or FANPP programs) and the Urban and Environmental Policy and Planning (UEP) in the Graduate School of Arts, Science and Engineering**
 - Students must complete the general requirements of each master’s degree (AFE or FANPP and UEP). When similar requirements are made by both programs, the more rigorous requirement will cover both. Therefore, the combined degree requires completion of:
 - all core course requirements in AFE or FANPP and UEP
 - an internship
 - a thesis or capstone examination, as required by UEP
 - Friedman and UEP combined degree students must complete a minimum of six semesters and 69 semester hour units. (This is less than the semester hour units that would be required if the Friedman and UEP degrees were pursued separately (a minimum of 48 semester hour units for AFE or FANPP, including an internship, and 42 semester hour units for UEP, excluding the internship).
 - Friedman and UEP combined degree students are required to complete a minimum of 36 semester hour units of coursework through Friedman, including a zero-semester hour unit internship, and 33 semester hour units of coursework through UEP, including a thesis or capstone examination. The thesis or capstone exam typically counts for three or six semester hour units for UEP students, for reasons internal to UEP.
 - Students in any given semester will be matriculated at either the Friedman School or UEP.
 - Semester hour units applicable to Friedman’s degree that are taken at UEP (or vice versa) will be formally transferred according to the currently existing procedure so that they appear on the final transcript as needed for each School’s degrees. Therefore, this program explicitly waives the restriction against counting courses toward two degrees: a total of 42 semester hour units will appear on the UEP transcript and a minimum of 48 semester hour units will appear on the Friedman transcript.
 - For transfer of semester hour units for courses taken outside Tufts University, see each School’s policy as detailed in their respective Handbook. For semester hour units taken as part of a Tufts combined degree, students should request transfer of the necessary semester hour units to each of their home schools prior to graduation.

Degree Requirement Worksheets for Degree Programs and Areas of Specialization

The 2019-2020 Degree Requirement Worksheets are featured in this last section of the Handbook and detail the course requirements and areas of specializations for the following Friedman degree programs:

- Agriculture, Food and Environment
- Biochemical and Molecular Nutrition
- Food and Nutrition Policy and Programs
- Master of Arts in Humanitarian Assistance (joint degree program with The Fletcher School)
- Master of Nutrition Science and Policy
- Master of Science/Dietetic Internship
- Nutrition Epidemiology and Data Science
- Nutrition Interventions, Communication, and Behavior Change
- Sustainable Water Management