



THE FLETCHER SCHOOL
OF LAW AND DIPLOMACY

TUFTS UNIVERSITY

STUDENT HANDBOOK

2017-2018

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Introduction

WELCOME LETTER

We are pleased to welcome you as a member of The Fletcher School community!

One of the most unique aspects you will encounter is the range of identities, cultures, values, beliefs, and aspirations represented in our students, fellows, faculty, and staff. We deeply value the diversity of our community, and expect that you will help us to continue to foster the Fletcher culture that cherishes diversity and inclusion. The perspective and background of every member contributes to the strength of this community and indeed defines it by providing invaluable firsthand information. You are therefore encouraged to share your views, listen carefully, and be respectful in your words and actions. This is, however, often more challenging than it may appear.

Academically, we are trained to analyze rationally and to calmly intellectualize and dissect the complex issues that abound in this world, which often includes examining crises that occur during the school year. In our academic pursuits, in class or out of class, in our debates electronically or in person, it is easy to forget that some members of the community may be impacted on a very personal level and we can inadvertently be insensitive to their realities. As long as world crises and conflict continue and Fletcher remains diverse in its membership and goals, the potential for such misunderstandings will exist.

Mastering civility and mutual respect, finding common values and building community cannot be taught in a classroom or acquired by reading a textbook. These traits are the very core of diplomacy, and often require considerable experience to manage well. This uniquely diverse community provides the opportunity to develop and hone characteristics that will serve your academic, professional, and personal life regardless of where your ultimate career path leads you. They will become aspects of your character for which you will be respected and remembered.

We expect that your time at Fletcher, in a multicultural community, will promote a more balanced and self-examined life while providing you with the knowledge and skills to contribute ultimately to the resolution of the critical tasks confronting our global community.

Sincerely,



James G. Stavridis, Dean



Gerard F. Sheehan, Executive Associate Dean

Academic Policies and Procedures

For more information on these policies, including those related to registration, auditing, evaluations, credit transfer, accommodations, and privacy, please consult the [Registrar's Fletcher Connect webpage](#).

STUDENT STATUS

Continuation Status

All degree candidates (with the exception of doctoral candidates) are allowed to continue as an active student for one additional summer and semester, free of charge, after the expected graduation term. Students are expected to finish all outstanding degree requirements during this time. Otherwise, the student's record will be deactivated and they will need to reinstate in order to graduate.

Reinstatement

Requests for reinstatement must be received in the Registrar's Office by October 1 for fall semester reinstatement and February 1 for spring semester reinstatement. If approved, reinstated candidates will be charged a reinstatement fee during the semester that their candidacy is extended. Reinstated students are not considered enrolled and are not eligible for loan deferral. It is expected that all students (with the exception of doctoral candidates) will complete their degree within seven years of their initial matriculation date, which is the date the student began taking classes. Students who wish to reinstate after the seven-year deadline will have their reinstatement request reviewed by the Committee on Student Academic Programs.

Doctoral candidates who do not maintain active student status either through payment of the PhD course tuition fee or payment of the PhD enrollment fee will be eligible to petition the PhD Committee for reinstatement of degree candidacy based on their stage in the program and the time lapsed since their separation. If reinstatement is approved, PhD candidates will be charged the reinstatement fee in addition to their PhD tuition charges. Please refer to "Rules for Reentry" in the PhD section of this handbook.

Non-Conversion of MALD to MA

The Master of Arts in Law and Diplomacy (MALD) is a two-year, interdisciplinary, professional degree in international affairs. Students admitted to this program will not be awarded the degree of Master of Arts (MA) if circumstances preclude the completion of the full two-year sequence.

COURSE RESTRICTIONS

Policy on Limiting Class Size

All Fletcher classrooms have seating capacity limits. When course enrollment exceeds the number of seats in the scheduled classroom, the first recourse is to identify an alternate space that can accommodate all enrollees. However, despite best efforts, there will be times when alternate space is not available.

If, at the end of the registration period, there are more students in a classroom than available seats, the following guidelines will be followed to reduce enrollment in the class:

- Auditors, exchange students, and cross-registrants not enrolled in Fletcher joint degree programs will be dropped from the class.
- Priority will be given to students in their final semester or final year at Fletcher as well as those whose degree program requires completion of the oversubscribed course.
- A lottery will take place for remaining available seats. Students will be notified by the first class meeting after registration has closed. Notifications will be sent to the student's Tufts e-mail account.
- Students will not be deselected from more than one course during their time at Fletcher.

Policy on Overlapping Courses

The Fletcher School does not allow students to be enrolled in courses that overlap in time. This policy applies to courses being taken for credit as well as to those being taken for audit. It is disruptive to the instructor and to the class members to have students entering a classroom late or leaving early on a regular basis.

Fifth Course Enrollment Policy

MALD and PhD candidates are permitted on two occasions during their degree program to take five courses in a semester. MA, MATA, and LLM candidates are permitted to do so once. Pursuing five courses in a semester is optional and additional to normal course requirements.

Students are not required to take a fifth course (with the exception of MIB degree candidates). Students opt to take a fifth course solely on their desire to learn more. The fifth course does not allow a student to decrease their required course load in another semester. Grading and transcript policies are the same for all courses. Fifth courses appear on students' transcripts and are included in the calculation of GPAs. If a student withdraws from an optional fifth course after the drop deadline, a grade of "W" is recorded on the transcript. Students are charged the cost of one course, which is equal to one quarter of a full-semester tuition charge. Financial aid may not be available for students taking an optional fifth course.

Course Equivalence Exams

The following equivalence exams are offered by Fletcher:

- E201: Introduction to Economic Theory
- B205: Data Analysis and Statistical Methods
- B206: Data Analysis and Statistical Methods for Business
- E210M: Quantitative Methods
- E212: Macroeconomics
- E217M: Managerial Economics

When an equivalence exam for a course is not offered, students who have previously completed

graduate level work equivalent to other Fletcher courses may apply for a certification of equivalency for those courses. Such equivalence requires the written approval of the professor teaching the Fletcher course for which equivalency is desired. Equivalency does not entitle the student to count that course for credit. The option to obtain equivalency for a required course exists only for the purpose of eliminating the necessity of repeating course work taken prior to enrolling at Fletcher.

Course Examinations

Students must take course examinations at the regularly scheduled time with exceptions granted only in extraordinary circumstances such as for medical or compassionate reasons. In those cases, the student should notify the Registrar's Office as well as the course instructor prior to the exam taking place. For medical reasons, a note from a physician or the University Health Service is required. Non-native English speakers may be allowed an additional 30 minutes to complete exams with prior approval from the course instructor.

Grades

Passing grades at Fletcher have the following range: A, A-, B+, B and B-. Numerical equivalents for letter grades are as follows: A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67. Grade point averages are not recorded on transcripts. In the case of courses outside of Fletcher, non-letter grades will be accepted only if: 1) Letter grades are not an option or 2) Non-letter grading (e.g. Pass/Fail or Credit/Fail) is specifically recommended by the program. In the latter case, students must petition the Committee on Student Academic Programs in advance of the course start date for approval to be graded on a non-letter grade basis.

SPECIAL COURSE TYPES

Independent Study Courses

A total of no more than two "300"-level independent research courses may be offered in fulfillment of field requirements, with no more than one such course in a single field, providing the field supervisor agrees to the inclusion of the independent study in the field and the field exception form has been submitted to the Registrar's Office. A "300"-level course may not be substituted for a required course and may not be offered in satisfaction of breadth requirements. Students are not permitted to enroll in a Fletcher independent study course based on coursework done at another Boston-area institution.

PhD Reading and Research Courses

Students who are engaged in researching and writing their PhD dissertation are required to register each semester for one "400"-level non-graded course for full-, half- or part-time credit.

Modular Courses

The Fletcher School has a limited number of half-credit (modular) courses offered every year. Additionally, modular courses are also offered at other institutions where Fletcher has cross-registration agreements. In an attempt to encourage and allow students to take these modular courses, we allow students (with the exception of MIB students) to take an overload of 4.5 credits in

a given semester with no additional tuition charge. However, this overload of credits can be done only one time during the student's enrollment at Fletcher.

Non-Fletcher Courses

For MALD, MATA, MA, LLM, and external admit PhD degree candidates, a maximum of twenty-five percent of the required course credits for a student's program may be fulfilled with non-Fletcher courses. This policy applies to transferred courses (if applicable) as well as to those taken through cross-registration.

Non-Fletcher courses may not be offered to fulfill breadth requirements nor may they be offered to fulfill the required course in a field unless equivalence for the required course has been approved based on previous graduate level work done elsewhere. In such a case, the student may petition CSAP to have an alternate Fletcher course approved as the required course for the field.

A maximum of two cross-registered course credits may be taken in one semester (under the assumption that the student is enrolled full-time). Courses offered during the January term at Harvard (and Fletcher) are considered spring term courses and without exception must be credited toward a student's spring term enrollment. Please see below the cross-registration criteria for each degree program:

- *MALD and MIB*: A maximum of four non-Fletcher course credits may be used to fulfill degree requirements.
- *MATA (first year at Fletcher), MA, and LLM*: A maximum of two non-Fletcher course credits may be used to fulfill degree requirements.
- *LLM only*: One of the two non-Fletcher courses may be taken at Harvard Law School. In such cases, the Harvard Law School course may count towards the total number of law courses the LLM candidate is required to take. Courses taken at Harvard Law School or other graduate programs at Harvard cannot be offered to fulfill the DHP or EIB distribution requirements.
- *MIB only*: A maximum of four cross-registered course credits may be offered to fulfill degree requirements and only two of the four cross-registered courses may be taken at Harvard Business School.
- *External-admit PhD candidates*: A maximum of three cross-registered course credits may be used to fulfill requirements.
- *MATA (fourth semester at Fletcher) and Exchange students*: May cross-register at Harvard or Tufts for a maximum of one course credit.
- *Internal-admit PhD students*: May cross-register for two non-Fletcher course credits during their PhD coursework phase, regardless of the number of non-Fletcher credits that were taken to meet MALD or MIB requirements.

Cross-registration in courses other than with Harvard or Tufts University

The Fletcher School only has cross-registration agreements with Tufts University and Harvard University. As such, Fletcher students are not permitted to cross-register at any other Boston-area schools.

Audits

Full-time Fletcher students may, with the permission of the instructor, register to audit one Fletcher course per semester. This is in addition to the normal full course load. Upon satisfaction of requirements specified by the instructor, the audit will be recorded on the student's transcript as a Certified Audit (CA). Audits are not credited toward degree requirements. There is no additional payment for auditing a class.

A student wishing to switch a course from a credit to an audit after the drop deadline may do so with the approval of the course instructor. The student should submit a late registration form signed by the course instructor to the Registrar's Office. At the end of the semester, the student must receive a "CA" for certified audit from the course instructor. Failure to do so will result in a "W" for withdrawal being placed on the student's record as the switch from credit to audit was made after the drop deadline.

SPECIAL ACADEMIC SITUATIONS

Late Registration

Each semester, the Registrar's Office designates a specific time for online course registration. During such time, students are able to add and drop courses freely through SIS. Once the course registration period ends, students are no longer able to register for courses using SIS. After the online course registration deadline has passed, students must submit a late registration form signed by the overseeing Fletcher faculty member to add a course to their record.

All late registration forms and drops made through SIS must be finalized and submitted to the Registrar's Office by the deadline indicated on the Academic Calendar. Late registration forms will not be accepted after the late registration deadline. If the late registration deadline has passed and a student is still missing the sufficient number of credits needed for degree completion, the student must either wait until the next online course registration period to register for one or more second-half semester modules, cross-register at Harvard for a half-credit module in the second-half of the semester, or find a Fletcher professor who is willing to conduct an independent study with the student over the course of the semester. Please note that there is no add deadline for course audit registration.

For second-half of the semester course modules, late registration forms will only be accepted one week after the add deadline. Students should follow the Harvard drop/add deadlines when registering for Harvard modules that start in the second half of the semester.

Academic Accommodations

Consistent with the University, the Fletcher School provides reasonable accommodations to students with disabilities such as impaired hearing, speech, mobility, or vision, and students with learning disabilities and attention deficit disorder. Assistance is also provided to students coping with

serious illness (both medical and psychiatric). Accommodations must be pertinent to the student's documented disability and must not substantially alter the educational program, intent, process, nor be an administrative burden to execute for the parties involved.

In order to receive accommodations, students should submit a written request to the Coordinator of Student Academic Programs, Halley Goldman (halley.goldman@tufts.edu), no later than September 30 (for fall semester accommodations) or January 31 (for spring semester accommodations). The request must include supporting documentation (including test results no more than 5 years old from a qualified professional). Upon approval for testing accommodations, students are expected to provide the Coordinator with their mid-term and final exam schedule as well as other test dates as soon as these are announced by the course instructor so that the necessary arrangements can be made in a timely manner.

Non-academic Accommodations

For accommodations that are non-academic in nature, the Registrar's Office liaises with the University's ADA Specialist in the Office of Equal Opportunity and other departments within the university such as Health Services, University Police, Facilities as well as outside agencies who provide services for students with disabilities. The successful provision of reasonable accommodations requires the student's commitment to taking responsibility and following the required policies and procedures. Maintaining active communication with both faculty and the Registrar and complying with deadlines for advance notice of specific accommodations are examples of these student responsibilities.

Failing Grades

Any grade less than B- is a failing grade. A failing grade must be offset by additional course work taken for credit. This policy also applies to cross-registered courses even though grades under B- are considered passing at other graduate schools. Students participating in any of our formal exchange programs are subject to the passing standard applied at the host institution. If a student fails a course, they may take a fifth course overload **once** during their time at Fletcher in order to make up the missing credit.

Incomplete Work

A student, who due to unusual circumstance is unable to complete the work of a course by the end of the semester, may request permission from the instructor to take a grade of Incomplete. The decision to allow a grade of Incomplete, with or without a reduction of grade for lateness, is at the discretion of the instructor. It is the responsibility of the student to request the incomplete from the instructor.

If an incomplete is granted, all work in the course must be completed and a grade submitted within one year from the start of the semester in which the course was taken. The instructor has the authority to shorten this deadline and has the discretion not to grant an incomplete. If the student is unable to complete the work by the stated deadline, then the grade for this course will become a

Permanent Incomplete. Students who wish to petition for an extension of the above deadline must write a letter to the Committee on Student Academic Programs stating the basis for the request and include an endorsement from the course instructor. The work for all courses must be reviewed and graded by the faculty member with whom the course was taken. If students receive a grade of Incomplete for a cross-registered course, they must adhere to the policy of the host school.

At the end of each semester, the Registrar's Office will review the academic records of all students. If, at that time, a student has two or more incompletes in a given semester, they will not be permitted to cross-register at Harvard or Tufts until all coursework has received letter grades. In cases where a student fails a course, the student must meet with the Registrar to determine a course of action that will get the student back on track toward completion of the degree. Students with failing grades will not be permitted to cross-register until they have met with the Registrar.

Course Withdrawal

Students who choose to withdraw from a class after the official deadline to drop classes has passed will receive the withdrawal code of a "W" on the student's transcript. Requests for late withdrawal submitted after the final meeting of the class must be endorsed by the course instructor or the Academic Dean.

Students who have withdrawn from a course are not allowed to re-sit the course in a subsequent semester. Class rosters are expected to be finalized by the drop deadline in order to report enrollment numbers and minimize disruption to the course structure. Therefore, a record of enrollment must be maintained even if a student does not complete the course and decides to withdraw. Please note that a withdrawal from a course is not equivalent to a course failure.

Leave of Absence

Students who wish to take a leave of absence for one or two semesters or who wish to withdraw from The Fletcher School should consult the Registrar. Generally, a leave of absence is granted for no more than one year with the exception of medical and compassionate leaves of absence. Students on leave of absence are generally not considered enrolled and are eligible neither for loans nor loan deferral.

Personal or Academic Leave

Students seeking a personal or academic leave of absence must complete the appropriate form available in the Registrar's Office. Students in joint degree programs must request a leave of absence for those semesters when they are not registered at Fletcher. Leaves may also be granted for temporary jobs or internship opportunities. Students on leave who do not resume studies by the date approved on the leave of absence form are withdrawn from degree candidacy.

Medical Leave of Absence

A medical leave of absence is available for students who find it difficult to productively or safely manage demands of their academics, research, and campus life due to a physical or mental health concerns. The Office of the Registrar facilitates the medical leave process and approves medical

leaves with input from the student's treatment provider, who is either a University clinician or an outside clinician engaged in the care of the student.

How to request a Medical Leave of Absence

Although medical leave may be initiated by the student, in certain cases, medical health practitioners or physicians may recommend that it is not in the student's or the community's best interest for the student to continue at the University.

1) Student-Initiated Leave

The student obtains a letter from his or her primary care physician, or other treating physician, recommending a medical leave of absence. This letter should indicate the reason for the leave and the expected duration. The student should submit the letter to the Registrar who will review the request and determine whether or not leave is to be granted. Students must give permission for their care providers to speak to the appropriate clinicians in Health or Counseling and Mental Health Services to apprise them of the student's treatment plan.

2) School-Initiated Leave

The Executive Associate Dean or the Registrar may place a student on medical leave of absence after consultation with the University's health professionals in the Health Services and/or the Counseling and Mental Health Services Offices. The standard leave is one year. Students on medical leave should use this time to address the life events and circumstances precipitating their leave and to develop their independence and stability.

How to Return from Medical Leave of Absence

A student on a medical leave of absence should notify the Registrar of intent to return by submitting a letter summarizing the student's use of time while away from Tufts, the treatment and care received, and plans for returning to academic and co-curricular life. The student may want to discuss the reasons for taking a medical leave, what has changed in the intervening time, why they feel ready to come back, and any other relevant information. Student should specify in which semester they are requesting to return. The following steps must be taken in order for a student to return from a medical leave of absence:

- Complete evaluative interview with the Executive Associate Dean and/or Registrar.
- Complete evaluative interview with staff member from Health Service and/or Counseling and Mental Health Service.
- Submit to Health Service and/or Counseling and Mental Health Service documentation from the primary treatment provider summarizing the student's treatment course during the leave, the current treatment plan, an assessment of the student's progress while away from Tufts, and any recommendation for support structures that could be useful upon return. Students are required to provide the appropriate release forms to their treatment providers for this letter.
- Final decisions about the student's return are made by the Health Accommodation and Medical Leave Committee. The decision to reactivate is based on evidence of the student's recovery and/or ability to demonstrate that the student was independent and productively involved in some way for a significant period of time during the leave.

Semester of desired return	Last day to notify Registrar of intent to return	Last day to receive all documentation and complete evaluative interviews
Spring	October 1	November 1
Fall	May 1	June 1

Academic Considerations for Medical Leave

A medical leave of absence provides time for students to focus on receiving treatment and assistance for a health concern. Thus, students on medical leave may not be on the Tufts campus, which means that they are typically unable to complete in-person coursework. Additionally, students may not attend co-curricular activities at the University while on medical leave. This step ensures that students fully invest in addressing the health concern precipitating the leave.

A student taking a medical leave may choose to have all classes removed from their transcript for the semester in which they seek to take the leave. Alternatively, if a student chooses to complete one or more classes, all the classes for the semester will remain on the transcript and the usual grading scale will be applied. Please note that a student's medical leave status will not appear on the student's transcript.

Health Insurance Consideration for Medical Leave

The student health insurance provided by Tufts University is in effect from September 1 until August 31 (12 months). Students who have purchased the insurance plan offered through the University will be eligible to continue the plan while on medical leave until the end of the 12 months. Please note that while on medical leave, a student will not be able to receive on-campus services, including Health Services and Counseling and Mental Health Services.

Medical Emergencies and Hospitalizations

The following steps will be taken to assess a student's readiness to return to Tufts after a hospitalization, or a stay in a treatment facility, an intensive outpatient hospital or a rehabilitation center. Please note that a student must be discharged to a parent, family member, sibling over 21, or a family friend chosen by the student's family. A student cannot be discharged directly to Tufts University.

The post-hospitalization discharge summary from the admitting hospital must be provided to Counseling and Mental Health Services (CMHS) at Tufts University or Health Services (HS). The student will need to sign an Information Release Form with their provider and with CMHS or HS should additional information be needed. It may be necessary for a Tufts University clinician to speak with the student's own health care provider(s).

A meeting must be arranged on campus with the Registrar. The Registrar will make arrangements for additional interviews as necessary including a Tufts University clinician or a clinical provider, etc. Following the meetings and the review of the clinical discharge summary, the Tufts University Clinical Team or the Clinical Director of Health Services will make a recommendation to the Registrar as to whether the condition necessitating the hospitalization has been resolved sufficiently that it seems prudent for the student to return. The Registrar will review the recommendation and will make a determination as to the student's readiness to re-engage in the rigors of university life. The outcome will be promptly communicated to the student in writing. Until this decision is communicated, the student may not be on campus, attend classes, or participate in any school-related activities.

GRADUATION

Fletcher degrees are awarded by the Board of Trustees of Tufts University three times each year in August, February, and May. University-wide commencement ceremonies are held one time each year during the May degree granting. Students who receive their degree in August or February are invited to participate in the following May's commencement exercises, providing they have not marched previously.

Marching Policy

MA, LLM, and MATA candidates who have no more than one requirement outstanding and MALD and MIB candidates with no more than two requirements outstanding will be eligible to participate in the May commencement ceremony. As an example, a MALD student would be eligible to fully participate in the May ceremonies if they have two course grades outstanding or one course grade and the foreign language requirement outstanding. These students may wear academic robes, march with their classmates, have their name printed in the Commencement brochure, and be called forward by name to receive congratulations from the Dean. The diploma case they receive at this time will not contain a diploma. The student's degree will be awarded at the first degree granting after they have fulfilled all degree requirements.

COMMITTEE ON STUDENT ACADEMIC PROGRAMS (CSAP)

The Committee on Student Academic Programs reviews all student requests for exceptions to academic requirements excluding those petitions related to PhD requirements, which are handled by the PhD Committee. CSAP normally meets once each month during the academic year. The first meeting of the year is usually held in late September and the final meeting in late April. The committee does not meet in the summer. Any questions regarding petitions should be referred to the Registrar and Manager of Academic Programs, Mary Dulatre (mary.dulatre@tufts.edu).

For additional information on the constitution and working of the committee, see its listing in the appendices of this handbook.

Petitions Requiring Full Committee Review

Petitions regarding the following matters must be submitted to CSAP and should be endorsed in writing by the appropriate faculty member as indicated below in parentheses. The listing is illustrative and not comprehensive regarding the types of matters that may be petitioned.

- Requests for exceptions/substitutions within breadth requirements (course instructor)
- Requests for reinstatement to degree candidacy beyond seven years (course instructor of outstanding course grades). If approved, the student will be expected to meet the academic requirements that are in force when the petition is presented.
- Requests to constitute self-designed fields that are non-routine (faculty field supervisor)
- Requests for change of degree program (faculty advisor or other relevant faculty member). See section below for details. Note that MATA students are not permitted to change degree programs.

Procedures to Apply for Degree Program Change

It is important for students to know that a change of degree program will likely change their financial aid award. Change of degree requests should be submitted by April 1 to assure the student is considered for financial aid for the correct degree program the following year. Students can request a degree change after four course credits have been completed. Admissions criteria for the newly sought degree program will be taken into consideration in the committee's decision. The student should submit a new resume, articulate their goals in pursuing the new program, outline how they intend to fulfill new requirements, and explain why they have the background to pursue the new program.

MA or LLM student requests to change to MALD or MIB program

A student must petition to be transferred into the MALD or MIB program before having been awarded the MA or LLM degree.

MA or LLM student requests to change to MALD or MIB program after receiving one-year degree

If the request is approved and it is within two years of the date when the one year MA degree was awarded, the student will be required to enroll in two consecutive semesters of coursework to complete MALD or MIB requirements. If it is more than two years beyond the date on which the one year MA degree was awarded, the student will be required to enroll in three consecutive semesters of coursework to complete MALD or MIB requirements.

MALD or MIB student requests to change to LLM program

The law faculty will review the student's petition, Fletcher transcript, and materials previously submitted for application to the two-year program.

LLM or MALD student requests to change to LLM/MALD program

The law faculty will review the student's petition, Fletcher transcript, and materials previously submitted for application to the two-year program. LLM degree recipients requesting admission into

the MALD program will be subject to the criteria of the joint LLM/MALD degree program which requires 5 semesters of enrollment or 3 additional semesters of coursework beyond the LLM.

Petitions Requiring Administrative Review

In an effort to streamline the large volume of material presented to CSAP each month, certain petitions may be handled in the Registrar's Office, provided that specific stipulations are met and required endorsements, as indicated in parentheses, are included. This allows CSAP more time to concentrate on less routine, more substantive petitions. Any petitions questioned by the Registrar or not appearing on the list below will be forwarded directly to CSAP for action.

Procedure to Apply for Administrative Review

The CSAP petition form(s), available on Fletcher Connect and in the Registrar's Office, should be submitted by the deadline advertised on Academic Calendar. When listing courses, include not only the course number, but also the full course title and name of the instructor. State the reason or justification for the exception being requested. When petitioning for transfer credit, all courses being transferred should be presented at one time.

Approval of plan of study containing exceptions to stated requirements (Fletcher professor associated with excepted course)

Students requesting exceptions to an established field must fill out a Field Exception Form and obtain approval of the field supervisor. Completed forms are automatically approved with no further approval process needed.

Requests to enroll in language classes for credit (faculty advisor)

The following must apply:

- Student is a MALD, MATA, MIB, or PhD candidate
- Language study is relevant for student's academic program or professional goals
- Language study is a continuation of previous language training or the student commits to enrolling for two semesters.

Petitions to offer self-designed fields of study in Migration, International Human Rights Law, Latin America, Marketing, and Energy (field supervisor)

The Registrar's Office handles requests for the above-listed self-designed fields providing that the field supervisor has approved the petition. Petitions to offer self-designed fields should be presented before the end of the student's 3rd term at Fletcher.

Petitions to receive transfer credit (appropriate division representative)

The Registrar's Office handles petitions for transfer credit for courses completed in all formal and ad hoc joint degree programs as well as petitions to transfer graduate level courses that were taken within the previous five years and not offered toward a prior degree. For dual degree students, use the Dual Degree Transfer Credit Request form found on Fletcher Connect.

Self-Designed Fields

Field requirements may also be satisfied through the use of special self-designed fields. Enrolled students may apply to CSAP using the Self-Designed Field Petition Form for permission to design fields to satisfy MALD, MIB, or PhD degree requirements. The student's petition statement should include a list of the courses being offered in the field and detail how each of the included courses support the field. The student should outline what knowledge base will be gained through the self-designed field and address why his/her goals cannot be achieved through Fletcher's existing fields of study. Petitions for Self-Designed Fields must be presented to CSAP prior to the student's final semester at Fletcher.

To be approved, a Self-Designed Field must satisfy the following requirements:

- A resident member of the Fletcher faculty must assume responsibility for advising the student on the Self-Designed Field and must support the request in writing.
- The Self-Designed Field must consist of at least three course credits for the MALD and MIB and at least four for the PhD.
- The Self-Designed Field must include at least one Fletcher course credit as the required course for the field.
- For PhD candidates, at least three course credits in the field must be Fletcher courses. The Self-Designed Field should consist of a group of courses with a clear methodology, a respectable volume of theoretical and applied literature, and boundaries that enable a clear distinction to be made between the subject of the Self-Designed Field and related subjects outside the field.
- The Field should have an international component that reflects the flavor of the Fletcher curriculum.

Transfer Credit

Transfer credit is not an option for MA, LLM, MIB, MATA and PhD candidates. The only exception is for MIB candidates enrolled in exchange or joint degree programs.

MALD students may petition CSAP for transfer credit and if approved will be eligible to reduce their course enrollment at Fletcher. It is expected that students will petition for transfer credit at least 3 months prior to the semester when they plan to reduce their enrollment so the Registrar's Office can accurately manage the student's future enrollment and tuition charges. Students who reduce their enrollment after the start of the term will be subject to the University Refund Policy.

Transfer credit approved by CSAP will not be entered on the Fletcher transcript until eight Fletcher courses have been completed and an official transcript is received.

Petitions for transfer credit will be reviewed providing:

- The course is taken at an accredited graduate school and is comparable to course offerings at Fletcher
- The student is registered as a graduate student at the time the coursework is completed
- The grade received is a B- or better and an official transcript is submitted

- A course description, reading list, or bibliography are submitted
- The course is evaluated and approved by a Fletcher faculty member who offers coursework in this area.
- The student presents a strong justification as to the relevance of the proposed transfer credit to their academic program at Fletcher
- The courses were not offered toward a prior degree
- If transferring multiple courses, all courses and supporting material are presented as a complete package at one time.

Dual Degree Candidates

Students may transfer no more than the equivalent of four courses (including cross-registered courses taken while enrolled at Fletcher) for MALD degree requirements. The only exception to the four-course limit applies to official participants in Fletcher's degree programs with the Diplomatic Academy in Vienna and the University of St. Gallen.

Dual degree candidates are cautioned that courses they plan to offer for transfer credit should not be taken during the same semester that they intend to graduate from Fletcher. Due to differences in academic calendars, the final grades and official transcripts for these courses may not reach the Registrar's Office in time for degree approval that semester. Dual degree students are also cautioned that transferred courses may not be offered to meet breadth requirements.

PHD INFORMATION

The degree of Doctor of Philosophy in International Relations is reserved for a limited number of students. Granting of PhD candidacy requires superior performance in course work, particularly in course work directly relevant to proposed PhD work and in the MALD/MIB thesis.

The length of time needed to complete the PhD will vary according to the outline of the work undertaken by the candidate, but the average for recent graduates was 5.5 years from matriculation in the program to graduation.

Admissions

The PhD Admissions Committee will decide admission to the PhD Program only once annually, in the spring semester. Candidates applying internally from Fletcher programs and externally (through the direct admit process) will be reviewed together in determining the incoming PhD candidate class.

External applicants must apply directly to the Fletcher Office of Admissions by **December 20th** for a September start.

Internal applicants should contact the Fletcher Office of Admissions (fletcheradmissions@tufts.edu) by December to receive instructions on the internal application process. The deadline for internal applications is **February 1st**.

Deferral of Admission

A student admitted to PhD candidacy may be granted a deferral for a maximum of ONE year. At the conclusion of one year, the student will be expected to start the PhD program or forfeit his/her admission.

Admissions Requirements for Internal Candidates

To be considered for admission to the PhD program, applicants from inside Fletcher must have an approved plan of study for a two-year master's degree, and a proposed PhD plan of study indicating the two fields of study in which they will be examined in their comprehensive exams. Additionally, students must have completed three semesters of coursework (12 courses), the thesis and the language proficiency exams. Admission of internal applicants to the PhD Program will be conditional on the completion of remaining courses and the maintenance of an adequate GPA (3.6 minimum) at the time of entry into the PhD Program.

All internal applicants must submit the following electronically via the internal applicants' link on the Fletcher admissions system by **12:00pm on February 1st**:

1. A one page PhD application form available via the link
2. A master's thesis or equivalent as evidence of scholarly ability; internal applicants must choose a traditional academic research thesis for the capstone project.
3. A transcript with GPA*;
4. A five page preliminary proposal for doctoral dissertation research;
5. A statement of purpose explaining why the applicant wishes to complete a doctorate and why s/he wants to do so at The Fletcher School;
6. Three letters of recommendation, two of which must be from faculty members knowledgeable about the applicant's work and capabilities, and who can comment on the likelihood that s/he can successfully complete doctoral level research. Two faculty members must be from Fletcher and at least one must have read the thesis. (Recommenders upload their letters directly).
7. A signed statement from at least one member of the fulltime Fletcher faculty (tenured or tenure-track)**, who has read the PhD dissertation proposal, indicating that s/he is willing to supervise the student during doctoral work (note that this can be included in a recommendation letter);
8. A curriculum vitae;
9. A Plan of Study, available via the link, outlining how the applicant plans to fulfill requirements for the required two fields of study and the four courses to be taken during the following year; and

10. For students applying for financial aid, the aid application via the link is also due by February 1st along with the other documents.

*Note that undergraduate transcripts may also be considered during the PhD admissions process.

** Note that long-term professors Babbitt, Chakravorti, Chayes, de Waal, Mazurana, and Tunnard can also serve as chairs.

Dissertation Director

During the semester the student applies for PhD candidacy, s/he will choose a member of the Fletcher executive faculty teaching in his/her proposed field of study who agrees to serve as his/her dissertation director. The Dissertation Director will approve a dissertation topic, about which the student will write his/her dissertation proposal. If admitted to the PhD Program, this faculty member will advise the student in choosing courses, appropriate to that field of research, to be taken during the following year (see next section).

PhD Coursework Phase

Internally admitted candidates to the PhD Program are required to spend one year in residence following their admission. During the fall of that year, they are required to enroll in DHP P210: Research Design and Methodology, and during the spring they are required to enroll in DHP P201: Seminar in Comparative Politics and International Relations. Students would also be taking the balance of their required PhD coursework (an additional two credits) during that year.

PhD Plan of Study

Before beginning the PhD coursework phase, candidates must submit to the Registrar a PhD Plan of Study indicating their two fields of study and the four courses to be taken during the coursework phase* (Direct Admits complete a PhD Plan of Study for their three semesters of coursework).

All PhD candidates are required to register for:

- DHP P210 Research, Design and Methodology courses;
- DHP P201 Comparative Politics;
- EIB E213 Econometrics;
- An additional methodology course of their choice from an approved list of methodology courses, TBD;
- An IR theory course (P200 or H204);
- As well as take the field-specific theory course in their chosen fields.

All PhD candidates who have not taken and passed B205/B206 (Statistics), need to take and pass the B205 exam given on the Friday of Orientation week.

In other words, the student cannot petition out of these courses except in the rare case of a petition for equivalency or if they have previously taken them in the MALD/MIB program.

Both the PhD Program Director and the student's PhD Advisor must endorse the Plan of Study before it is signed by the student and turned in to the Registrar's Office.

*Note: Due to methodology course sequences, the required P210 is presently offered in the Fall semester and the required P201 is offered in the Spring semester. E213 is offered in both fall and spring semesters, while P200 is usually in the fall, and H204 in the spring (pending sabbatical leaves).

Comprehensive Examinations

Within one year of completing the PhD coursework, students must pass their PhD comprehensive exams: two 7.5-hour written exams (one in each of their two fields of study) and one one-hour oral exam. Comprehensive examinations test proficiency in the literature of the fields. They are held four times a year during the last two weeks of September, November, February, and April.

A student with compelling or extenuating circumstances who is unable to take the comprehensive exams during one of the regularly scheduled time blocks may consult with the Registrar to determine if an alternative exam period can be arranged that is agreeable with all faculty members concerned. The student will be required to complete and submit a PhD petition form for consent. This form requesting an alternative exam period should be endorsed by their two field coordinators and be submitted to the Registrar's Office.

The two written field exams must be taken during the same examination period and must be completed within two weeks. They cannot be split between semesters and the oral comprehensive examination cannot be split among examiners.

The one-hour oral exam will 1) focus on issues raised in the written examinations and 2) integrate the student's two fields of study. The oral exam will be scheduled by the Registrar's office approximately 10-14 days after the last written exam.

Within one week of completion, each written field exam will be graded by the field supervisor as pass, fail, or withhold. A grade of "withhold" indicates that the field supervisor has reservations and/or questions about the student's responses on the written exam that s/he will try to clarify during the oral exam. Students receiving a grade of "withhold" will be notified and will have an opportunity to meet with the field supervisor prior to their oral examination.

If a student fails a written field exam, the oral exam will be postponed until the written exam has been successfully re-taken. If a student fails one or more fields during the oral exam the student must re-take the oral exam in the failed field(s) only. However, if one field is failed, two members of the original examining committee must be present at the re-examination. If two fields are failed, all members of the examining committee must be present at the re-examination. All make-up exams (written or oral) must be completed before the lapse of two PhD exam blocks (approximately 5-6 months) but will normally be completed more quickly.

Students who fail either the written or oral exam are allowed one re-examination.

Dissertation Statement of Intent

This form (maximum of eight pages) **should be completed within three months of passing comprehensive exams.** Students should obtain the signature of their proposed dissertation chair and give the names of their other committee members. The form should be returned to the Director of the PhD Program after the chair has reviewed it and signed off on it.

The purpose of this form is to help initiate meaningful student-advisor contact and its aims are threefold:

- a. to help students to seriously start planning for what they need to do to prepare themselves for dissertation research and writing post-coursework (or maybe need to take more coursework);
- b. to enable them to initiate closer contact with their advisor/future dissertation committee members and to solicit their input and help in choosing courses, methodology/ies to use, etc.;
- c. to encourage faculty members to play a closer role in helping prepare students for dissertation research and writing and to provide suitable advice during the research and writing phases

This document is not set in stone but, rather, can be revised at any time by the student or committee members in conjunction with the student.

PhD Dissertation Proposal

Within nine months after passing the comprehensive exams the student must present and orally defend a written dissertation proposal before his/her Dissertation Director and two others who will form his/her dissertation committee. In addition to the Director, at least one other member of this committee must be a regular Fletcher faculty member. With approval of the PhD Committee, the 3rd reader may be a faculty member or expert from another institution.

Upon successful completion of the oral defense, all three members of the dissertation committee will certify that the thesis proposal is feasible and, if completed as proposed, it will meet the standards of The Fletcher School. Subsequent to the oral defense, the signed certification, one copy of the proposal, and a 1-2 page Executive Summary of the proposal should be submitted electronically and in hard copy to the Director of the PhD Program for presentation to and formal approval by the PhD Committee. If one of the committee members is an outside reader, his/her curriculum vitae must be included (please follow guidelines in Section F: Guidelines for Submitting PhD Dissertation Proposals to PhD Committee). Institutional Review Board (IRB) approval or exemption is also required at this time if the student is conducting research involving human subjects.

Note: If, subsequent to approval of the proposal, research plans are fundamentally changed, re-certification will be required, with members of the student's dissertation committee approving the

revised proposal. The Dissertation Director will determine whether the changes are sufficiently extensive to require re-certification. If any of the readers should change after the proposal has been approved, full re-certification is not necessary but the PhD Committee must approve the new readers after they have indicated in writing their satisfaction with the dissertation proposal.

PhD Dissertation Writing

Write a dissertation which 1) bears evidence of independent and original investigation, 2) constitutes a substantial contribution to the subject, and 3) is presented in good literary form. As each chapter of the dissertation is completed it should be submitted to the Dissertation Director for comments and suggestions. It is the policy of The Fletcher School not to accept a dissertation later than five years after a student has passed the comprehensive examinations.

PhD Dissertation Defense

PhD students must successfully pass a public oral defense of the dissertation to the satisfaction of the Dissertation Committee. The defense will be given after the dissertation has been accepted by the Director and readers and will cover the specific subject and general field of the dissertation. Upon approval by the Dissertation Committee and completion of the thesis defense, an electronic copy of the dissertation must be sent to ProQuest/UMI (details provided at time of defense)*. Exact submission dates can be found on the academic calendar, but are generally four weeks before graduation dates.

*This copy should be in a format that is acceptable to the Director of the Ginn Library.

Rules for Reentry into the PhD Program

Students who have not maintained active status in the PhD program through lack of payment of required fees or personal withdrawal from the program may petition the PhD Committee for

Reentry into the program if they were in good standing and one of the following applies:

- Student was in the post coursework phase and not more than 2 years have lapsed since they separated from Fletcher
- Student was in the post comprehensive exam/pre dissertation proposal phase and not more than 5 years have lapsed since they separated. If more than 5 years have lapsed, the student may be re-instated but he/she will be required to re-take the comprehensive exams.
- Student was in the post dissertation proposal phase and not more than 10 years have lapsed. Student may be reinstated but will be required to re-write their dissertation proposal and have it read by two full-time faculty who support the request for reinstatement and agree to serve as chair and reader on the dissertation committee.

Admissions Requirements for Direct/External Candidates

The following eight steps apply to Direct Admit PhD candidates and replace the requirement through “PhD Coursework Phase” for internal applicants’ admissions requirements, which apply to internal degree recipients. Direct Admit/External PhD candidates must:

1. Spend at least three semesters in residence at The Fletcher School and complete a minimum of 12 courses. Nine of the 12 courses must be Fletcher courses; only three of the 12 may be cross-registered courses.
2. Meet divisional requirements for Direct Admit Candidates (two courses in each of two divisions and one course in the third division) and complete two Fletcher fields of study, with four courses per field with only one “exception” (non-Fletcher course, independent study, etc.) per field.
3. Submit a thesis for evaluation by a Fletcher faculty member. A Master’s thesis written prior to enrollment at Fletcher may be submitted in lieu of a MALD-type thesis. In either case, the evaluating faculty member must write a thesis report that will form part of the basis for continuation of PhD degree candidacy.
4. Pass the School’s reading and oral foreign language examinations.
5. In the first eight courses taken as an enrolled Fletcher student, achieve a cumulative GPA of at least 3.60 which meets the same standard as that imposed on internal students being admitted to the PhD program. Further, the 3.60 must be maintained through completion of all PhD coursework.
6. Petition the PhD Admissions Committee for formal admission to PhD Candidacy. Upon completion of eight Fletcher courses, the thesis requirement, and the language proficiency exams, the Direct Admit candidate should petition for PhD candidacy. Normally, this would occur after two semesters of full-time enrollment at Fletcher. In addition to having completed the above, the student’s petition should include a transcript and a PhD Plan of Study, and a thesis/capstone project.
7. Complete a 3rd semester of coursework (four courses) and any remaining division or field requirements during the term immediately following admission to PhD candidacy.
8. Upon admission to PhD candidacy and having completed steps one through seven above, the student would follow the steps starting with “PhD plan of study” , which apply to MALD/internal degree recipients. Direct/external PhD candidates are not eligible to receive a MALD or MA degree.

Degree Requirements

Application Requirements for Internal Candidates

To apply for admission to the PhD program, a MALD/MIB student must:

- a. Have completed 12 courses, reading and oral foreign language exam, a Capstone Project that is a traditional academic research thesis and B205/B206 (Statistics) or have passed the B205/B206 equivalency exam prior to starting the PhD Program.
- b. Be admitted to PhD candidacy by the PhD Admissions Committee.

- c. In addition, to complete the program, the student must pass 20 course credits and complete two fields of study of four courses each. Four courses, in addition to the 16 required for the master's degree, will normally be taken during the following year. Students admitted to candidacy are required to take or have taken the following courses: DHP P210 (Research Design and Methodology) during the fall of their PhD studies; DHP P201 Comparative Politics, EIB E213 Econometrics, either P200 or H204 (IR theory), and a third methodology course, chosen from a list of approved methodology courses (TBD).
- d. Take 7.5 hour written comprehensive examinations in each of the two fields of study, plus a one-hour oral examination that will focus on issues raised in the written examination, as well as integrate the two fields of study
- e. Prepare a Dissertation Statement of Intent within three months of passing comprehensive exams.
- f. Present and orally defend a written dissertation proposal before his/her Dissertation Committee within nine months of comprehensive exams. Subsequent to the Dissertation Committee's approval, forward the proposal and a one page Executive Summary to the Director of the PhD Program for presentation to and formal approval by the PhD Committee. Apply to the Institutional Review Board (IRB) by time of dissertation proposal defense for approval or exemption, if doing research involving human subjects.
- g. Successfully propose, research, and write a dissertation. The completed dissertation should bear evidence of independent research and should constitute a substantial contribution to the subject.
- h. Successfully pass a public oral defense of the dissertation. This defense will be given after the director and readers have accepted the dissertation and will cover the specific subject and general field of the dissertation.

Application Requirements for External Candidates

Each year, a very small number of students with appropriate Master's degrees and a demonstrated ability to conduct research are admitted directly into the PhD program without having to first earn the MALD degree. Applicants who are directly admitted to the PhD program are generally able to complete all pre-dissertation requirements in three semesters rather than the five semesters normally required for MALD candidates who seek the doctorate. In lieu of steps a through c listed under Internal Fletcher Two-Year Degree Recipients, direct admission candidates must complete the following in the order listed:

- a. Complete the requirements for eight Fletcher courses with a GPA of 3.60 or better; pass the School's written and oral foreign language examination; and submit a Master's thesis for evaluation by a Fletcher faculty member. A Master's thesis written prior to enrollment at Fletcher may be submitted in fulfillment of the thesis requirement. They also need to have passed the equivalence exam for B205 Data Analysis and Statistical Methods.
- b. Petition the PhD Committee for formal admission to PhD candidacy. The student's petition should be submitted to the Director of the PhD Program with a copy of his/her PhD Plan of

Study, Fletcher transcript, and thesis report. After admission to the PhD program, the direct admit candidate will complete the requirements for at least an additional four courses (bringing the total number of courses to at least 12); fulfill requirements for his/her fields of study and complete remaining division requirements. Nine of the student's 12 courses must be Fletcher courses; only three of the courses may be cross-registered courses. Transfer credit is not an option for Direct Admit PhD candidates. Generally, the third semester of work will be completed during the term immediately following admission to PhD candidacy.

After completing the above three steps, the direct admit PhD candidate will continue by following the “comprehensive examinations” step for general admit PhD candidates.

Comprehensive Examination

Coordinating faculty by fields of study

Each field of study has a faculty member responsible for coordinating the PhD comprehensive examination in that field. The coordinating faculty member is the first faculty member listed below in each field. The field coordinator is responsible for consulting with all faculty members in the field regarding examination preparation and grading, preparing for students a description of how the exam will be written and graded, and ensuring that the exam is delivered to the Registrar at the appropriate time.

This faculty member is also responsible for informing PhD students, when contacted by them, of the material that they will be tested on in the comprehensive exams. PhD written exams are graded pass, fail, or withhold (see “Comprehensive Examinations” in the previous listed steps to the PhD). Note: Field supervisors will submit one exam per PhD comprehensive exam time period. Generally, however, different students may take the exam at different times during the same exam period.

<p><u>*Development Economics</u></p> <p>Steve Block Jenny Aker Shinsuke Tanaka</p>	<p><u>International Business and Economic Law</u></p> <p>Joel Trachtman Jeswald Salacuse</p>
<p><u>*Comparative Politics</u></p> <p>Zeynep Bulutgil Katrina Burgess</p>	<p><u>*International Trade and Commercial Policies</u></p> <p>Carsten Kowalczyk</p>
<p><u>International Information and Communication</u></p> <p>Caroline Gideon</p>	<p><u>International Monetary Theory and Policy</u></p> <p>Michael Klein</p>

<u>International Political Economy</u> Daniel Drezner and Katrina Burgess Nancy Hite	<u>*International Security Studies</u> Richard Shultz Robert Pfaltzgraff Monica Toft
<u>*International Negotiation and Conflict Resolution</u> Nadim Rouhana Eileen Babbitt Jeswald Salacuse	<u>*International Environment and Resource Policy</u> Kelly Sims Gallagher Shinsuke Tanaka Avery Cohn
<u>*Public International Law</u> Michael Glennon Hurst Hannum Thomas Dannenbaum	<u>Law and Development</u> Jeswald Salacuse Joel Trachtman
<u>*Pacific Asia</u> Sung-Yoon Lee Sulmaan Khan	<u>*Political Systems and Theories</u> Robert Pfaltzgraff
<u>*International Organizations</u> Ian Johnstone	<u>*Southwest Asia and Islamic Civilization</u> Andrew Hess and Leila Fawaz (consult both faculty) Ayesha Jalal
<u>International Business Relations</u> Laurent Jacque Bernard Simonin Larry Weiss Jette Knudsen Amar Bhide	<u>*United States</u> Christopher Miller <hr/> Gender Analysis in International Studies Kimberly Theidon <hr/> Human Security Eileen Babbitt, Kimberly Theidon

*See the PhD website “Fletcher Ph.D. Student Life Guide” for descriptions of comprehensive examinations in the fields starred above (<http://sites.tufts.edu/fletcherdoctoral/>)

Dissertation research colloquium and evening seminar series

PhD students at all levels are expected to attend this biweekly colloquium and are encouraged to present their work in progress at various times during their PhD years. Presentations range from informal discussions of preliminary research ideas to “full dress rehearsals” of proposals and dissertation defenses. Students may also present dissertation chapters, as well as a variety of other work, including but not limited to conference papers or articles on which they seek comments prior to submission for publication. All students are required to present their research at the colloquium prior to their dissertation proposal defense in front of their committee.

There will be a monthly “PhD Evening Seminar Series” which will be a forum for presentations by faculty and staff on a variety of matters of interest to the PhD students. Such presentations will focus on research strategies and methodologies, dissertation writing, publishing journal articles and books, applying for academic and non-academic positions, identifying and applying for grants and fellowships, presenting conference papers, and learning new library skills.

PhD Dissertation

Guidelines for submitting PhD dissertation proposal to PhD committee

After completion of the PhD comprehensive exams, the student will present and orally defend a written dissertation proposal before his/her dissertation committee. Upon their written approval, the candidate will then submit one hard copy and one electronic copy of the dissertation proposal, including a 1-2 page executive summary, to the Director of the PhD Program to be presented to the PhD Committee for their formal approval. After the dissertation proposal defense and before the dissertation proposal is submitted to the PhD Committee for approval, the student should meet with Ginn Reference Librarian (Rhys Sevier) to review dissertation formatting rules.

The dissertation proposal should contain the following elements:

1. The student's name and the title of the proposed dissertation with the names of the three committee members listed below;
2. A brief statement concerning the general scope of the problem;
3. A brief statement concerning the work of others, completed or on-going in the field, to show how the proposed work relates to this literature;
4. A more detailed statement of the research questions and/or hypotheses to be investigated, and an indication of the expected findings. This is the heart of the proposal;
5. A statement concerning the methodology to be employed and the nature and availability of source materials to be used;
6. A statement concerning the study's expected contribution to the field;

7. A statement concerning the feasibility of the proposed research, and the student's preparation for undertaking it (e.g. knowledge of relevant foreign languages, relevant work or research experience in the field, particularly relevant courses taken, etc.);
8. A signature by the appropriate faculty member of approval and agreement to serve as Dissertation Director;
9. A request for approval of two readers (including their signatures on approval page) in addition to the Dissertation Director. If the third reader is not a Fletcher faculty member, submit a copy of the curriculum vitae of the suggested third reader.

Note that any time there is a change of readers, the new reader must have read the dissertation proposal and agreed to it at the time the student petitions the PhD Committee for change of reader.

Final specifications for PhD dissertations

It is strongly recommended that the Reference Librarian of the Ginn Library be consulted before final typing of the dissertation in order to ensure compliance with formats for footnotes and bibliography (see the following guidelines).

The required process for review of the dissertation's format and its footnotes and bibliography is for an early draft of one chapter to be given to the library's reference staff for detailed review and feedback. It is expected that this review of one chapter will provide the author with sufficient feedback to complete the dissertation using the correct formats. Please check the Academic Calendar each year for the deadline date by which the preliminary review of draft chapters must be completed. Generally, the deadline is sometime in February for both May and early Fall degree candidates.

Format requirements are described on the Ginn Library website at <http://researchguides.library.tufts.edu/fletcherdissertations>. It is the author's responsibility to fulfill the format requirements. While the library will review the final copy to ensure that it is ready to be bound, as well as to be sent electronically to ProQuest/UMI, no detailed editorial corrections will be made. If, at that point, the format requirements are not met, the dissertation will be returned to the author for further work. If the dissertation is not in acceptable final form at the time of the Registrar's deadline, acceptance will be deferred until the following term, assuming the needed corrections are made.

The title page of the dissertation should appear as follows:

TITLE
A thesis
Presented to the Faculty
of
The Fletcher School of Law and Diplomacy

by
FULL NAME OF CANDIDATE
In partial fulfillment of the requirements for the
Degree of Doctor of Philosophy
MONTH/YEAR
Dissertation Committee
NAME, Chair
NAME
NAME

The PhD candidate must submit an electronic copy of the dissertation to ProQuest (see instructions in the letter you receive after your oral defense). A Ginn librarian also examines this electronic copy for final format review. The copy must adhere to the requirements outlined in the Guide for Preparations of Dissertations located at <http://researchguides.library.tufts.edu/fletcherdissertations>.

The electronic copy should not be sent until the readers have approved the final draft of the dissertation. The electronic copy of the dissertation must be accompanied by a curriculum vita, including the place and date of birth of the author, an outline of his/her formal education, a list of degrees or special honors that have been conferred, and a list of published writings.

Each dissertation must be accompanied by an abstract of not more than 350 words. It should include the scope of the subject, the method of approach, the nature of the materials used, and it should provide a summary of the substances and the conclusions of the study.

Fulfillment of degree requirements involves the submission of all of the above. The faculty will not consider the award of the degree to a candidate who has not fulfilled all requirements.

Multiple-essay theses

Multiple-essay theses are common in economics and in business to the extent that they might today constitute the majority of doctoral theses written in these areas. Among the reasons for this development is that most academic writing in these disciplines takes the form of articles and reports, not book length manuscripts.

In political science, some leading university departments allow multiple-essay theses in formal theory, but multiple-essay theses are rarely seen in qualitative or quantitative analysis. In history, the multiple-essay format is, we believe, virtually unknown. In law, where doctoral thesis writing is rare, the multiple-essay format is permitted, for example, at Harvard.

The Executive Faculty approved that “A PhD candidate writing in economics or business may, with the approval of the student’s advisor, submit a multiple-essay PhD thesis. Multiple-essay PhD theses

in other areas of research may be approved by the PhD Committee under appropriate circumstances.” The following criteria for multiple-essay doctoral theses shall apply:

Broad criteria

In addition to criteria normally applied to PhD candidates in the dissertation process, PhD candidates using a multiple essays structures should be guided in their work and judged on their progress based on two additional broad criteria:

- a. PhD candidates using a multiple essays structure should be able to explain the common theme from the broad field of International Relations linking each individual essay into a coherent whole;
- b. PhD candidates using a multiple essays structure should be able to show how each individual essay as well as the collective findings of the essays taken as a whole contribute to scholarly and professional understanding and future research in the broad field of International Relations.

These two criteria, in addition to those normally applied to the PhD dissertations, should guide PhD dissertation candidates, their advisors and readers, PhD Committee members, and others charged with the responsibility of reviewing and approving PhD dissertations. Failure to meet these two additional criteria for PhD dissertations using a multiple essays structure is grounds for rejection of the PhD dissertation proposal and/or the final PhD dissertation.

Specific requirements

Consistent with these broad criteria for evaluating PhD dissertations using a multiple essays structure, such a thesis must satisfy the following requirements in addition to those normally applied:

- a. PhD candidates using multiple essays structures must have at least three separate essays constituting three distinct scholarly inquiries related to the broader subject matter of the PhD dissertation.
- b. PhD candidates using a multiple essays structure must include in the PhD dissertation proposal an introductory chapter summarizing the overall theme of the PhD dissertation, the aims and prospective scholarly and professional contributions of each individual essay included in the PhD dissertation, and the prospective scholarly and professional contributions of the essays taken as a whole.
- c. PhD candidates using a multiple essays structure must include in the final PhD dissertation a concluding chapter summarizing the overall theme of the PhD dissertation and the key implications for scholarly and professional understanding and future research of the results from each individual essay included in the PhD dissertation and of the results from the essays taken as a whole.

PhD program management: roles and responsibilities

Role of the Ph.D. Program Director

In general, the Director of the Ph.D. Program is responsible for maintaining close working relationships with the Ph.D. Committee Faculty Chair, the Registrar's Office, the

Admissions Office, the Academic Dean, the Executive Associate Dean and the faculty. Major areas of responsibility include:

- Ph.D. student support,
- Ph.D. admissions for direct admit (external) candidates and MALD/MIB (internal) candidates,
- Ph.D. Committee coordination,
- Internal Fletcher Fellowship, Summer Research Fund, Conference Fund coordination,
- Ph.D. student activities,
- Fares Research Center,
- Fellowships/job opportunities — dissemination of announcements, and management of nomination process
- Dissertation defense process.

The Ph.D. Program Director reports to the Executive Associate Dean.

Role of the Ph.D. committee

(Composed of at least four faculty members, Associate Registrar, Associate Director of Admissions, Director of the Ph.D. Program, and two Ph.D. students.)

- Serves as the Ph.D. Program policy making body.
- Gives guidance on Ph.D. issues.
- Faculty and Administrative members plus the Dean of Admissions determine admission for Ph.D. students – both external/direct admits and internal/MALD. This includes financial aid decisions for admitted students (tuition and stipends, if available)
- Selects Ph.D.s for nominations for fellowships with internal Fletcher School selection, selects Ph.D.s for summer research funds (Student representatives do not participate in these discussions, but the Academic Dean is included. This group is considered the Ph.D. Fellowship Committee.)
- Decides outcome of student petitions, requests for equivalency, requests for more than one exemption per field; approves dissertation proposals, leaves of absence and withdrawal from Ph.D. Program; approves dissertation committees and changes in dissertation committees, among other issues. Individual faculty can approve programs of study if there is only one exception per field. Dissertation chairs can approve minor title changes, but student should notify Ph.D. Program Director with an old and new title and email okay (or signature) from chair.

Role of the Faculty Chair of the Ph.D. Committee

- Sets Ph.D. Committee Meeting agenda in conjunction with Ph.D. Program Director
- Acts as the overall faculty advisor for Ph.D. students, particularly on academic issues
- Advocates for Ph.D. students and the Fletcher Ph.D. Program at both Fletcher and at Tufts
- Leads strategic initiatives such as program review, strategic planning, etc.

Tenure for faculty chair is ideally at least 3 years; tenure for other members at least two.

Students can communicate with the Committee through the chair, Ph.D. Program Director, or any member, including their student representatives.

Students can appeal Committee decisions by filing a petition with further rationale as to why they feel the decision should be changed.

Role and Responsibilities of the Dissertation Chair (usually student's adviser from day 1)

- Advises student (often from the coursework stage on), but certainly from the post comprehensive exam phase on selection of research topic, selection of methodology/ies to be used in research, and additional training, if necessary.
- Advises student on fellowship and job opportunities in adviser's area of expertise.
- Provides comments in a timely manner upon receipt of student's dissertation statement of intent, dissertation proposal, and dissertation chapters.
- Write letters of recommendation for student for fellowship and job opportunities
- Note that to be accepted to the Ph.D. Program an applicant must have the support of a regular Fletcher faculty member (tenured or tenure track, and certain "long-term" faculty), because if no faculty will support a student's research agenda then we can't offer him/her admission. This person becomes the student's adviser and usually later the dissertation chair, although this is not set in stone.

Role and Responsibilities of Dissertation Readers

- Advise student, in conjunction with dissertation chair, on research topic and selection of methodology/ies to be used.
- Advise student on fellowship and job opportunities
- Provide comments in a timely manner on student's written work
- Write letters of recommendation for student for jobs and fellowships

Office of the Registrar

In general, for Ph.D. students, the Registrar's Office handles all matters and issues from the time of enrollment through the successful completion of the comprehensive exams. This includes:

- Ph.D. plans of study forms,
- Scheduling and obtaining comprehensive exams and all processes related to comprehensive exams,
- Fields of study matters,
- CSAP petitions, and
- Posting to transcripts
- Registration, whether a student is pursuing coursework or not, is also arranged through the Registrar's Office.

PhD representatives to PhD Committee

(Elected by all PhD students in the spring semester prior to the year in which they serve.)*

- Represent PhD student views at the committee.

- Act as liaison for PhD student issues that need to be discussed or acted on by committee.
- Apprise PhD students of outcomes/actions taken at PhD Committee Meetings.

*Note: 1st year PhD students should not be chosen for this committee as it entails a certain knowledge of PhD student matters.

PhD representative to student council

(Elected by all PhD students in the spring semester prior to the year in which they serve.)

- Makes sure that PhD student issues, as well as student issues in general, are heard at Student Council meetings.
- Apprises PhD community of discussion/actions taken at Student Council meetings.

PhD student group leaders

(Volunteer to serve/chosen by consensus in August-early September.)

- Help organize PhD lectures, informational sessions, and other academic/social activities.

PhD colloquium coordinator(s)

(Volunteer to serve/chosen by consensus in August-early September.)

- Organize and run the Ilga B. Paddock PhD Student Colloquium by setting the dates, reserving rooms, arranging speakers (PhD students, appropriate Fletcher School staff/faculty and others), and ordering and setting up/cleaning up food served.

PhD Student Research Forum Coordinators

(Volunteer to serve in early September)

- Organize and run annual half day-long PhD Research Forum in late September
- One person deals with panelist coordination, the other with program and advertising

Faculty directors of PhD research colloquium

- Attend all colloquia.
- Provide comments on the seminar.
- Write up comments for the students after the seminar.
- Be available to read drafts of proposals/chapters both before and after colloquium, and to discuss methodological and other issues as well (e.g. conceptual, theoretical issues).

For more detailed information on the PhD Program, please go to our website at <http://sites.tufts.edu/fletcherdoctoral/>. See below for list of information covered.

Fletcher Ph.D. Student Life Guide

Announcements	Ph.D. Program Information	Ph.D. Community	Resources
Calendar of monthly events	General overview of program	Who's who?-Student profiles	Funding and funding opportunities

Welcome incoming class	Coursework	Student webpages	Fellowships
Congratulations to our 2016-17 graduates	Cross registration at other Boston-area universities	Ph.D. Program management	Conferences
Fletcher Ph.D.s in the news	Methodology courses	Ph.D. Committee	Workshops and seminars
Recent Fletcher Ph.D. publications	Post coursework registration	Ph.D. student representatives	Teaching opportunities
Recent Fletcher Ph.D. alumni publications	Ph.D. Progress Report	Ph.D. Colloquium	Academic assistance
	Comprehensive exams	Ph.D. Evening Seminars	Books to borrow
	Dissertation director	Ph.D. Student Research Forum	Boston-area library privileges
	Dissertation Statement of Intent	Ph.D. Student Group	Campus parking permits
	Dissertation Proposal	Student Council	Fletcher online community
	Dissertation	Fares Research Center	Foreign language exams
	Previous Fletcher dissertations and dissertation proposals	Email and Listserves	Library classes on databases and citation software
	Ph.D. forms and documents	The Ph.D. in the news	Media outreach
	Institutional Review Board (IRB)		Student Information System (SIS) website
			Contact for the Fletcher Ph.D. Student Life Guide

RESEARCH INVOLVING HUMAN SUBJECTS (INCLUDING DATA)

All members of the Fletcher community who are dealing with human subject data or who are observing or interviewing human subjects for a thesis, dissertation, or other research agenda need approval from the University's Institutional Review Board (IRB) which, in some cases, may be secured via Fletcher's IRB representative in the manner described below.

IRB approval and/or review is not optional if humans are the subject of research. Failure to comply with U.S. government regulations could result in the loss of federal funding to the University and potential problems in publication for investigators.

Note: Get your IRB application in early. The IRB team has pre-set meeting dates which are usually, but not always, monthly. Deadlines are typically 15 days before the next meeting. The full list of meeting dates can be found here: <http://www.tufts.edu/central/research/IRB/MeetingDates.htm>.

Definition and Classification of Human-Subject Research

Please read these instructions to see if your research is classified as Human Subjects Research (HSR). According to federal guidelines,

- a. **Human Subject** is “an individual about whom an investigator ... conducting research obtains
 - Data through intervention or interaction with the individual, or
 - Identifiable private information.”
- b. Research is defined as “A systematic investigation designed to develop or contribute to generalizable knowledge.” (Students who are not sure their study is HSR should see their faculty advisor.)

If the above definitions do not apply, then the work is not HSR and no further action is required.

Exemption from IRB Review

Once it has been determined that human subjects research is being performed, the researcher should consider whether or not the research might qualify for an exemption from IRB review (see Fletcher website for IRB at <http://www.fletcher.tufts.edu/FletcherConnect>). If the researcher believes that they might qualify for an exemption, the exemption must be requested. Failure to request the exemption, even if it turns out that the researcher is entitled to the exemption, is considered noncompliance.

Note that Fletcher PhD students can apply for exemption through the PhD Program Office. All other students should apply through the Tufts IRB.

The Code of Federal Regulations sets out the following situations where research may be exempted from regular IRB review:

- a. Research conducted in established or commonly accepted educational settings involving normal educational practices. An example of this would be a comparison of the effectiveness of two generally accepted instructional strategies.
- b. Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior UNLESS the information is recorded in a manner in which the subject can be identified AND disclosure would place the subject at risk of criminal or civil liability or be damaging to financial standing, employability, or reputation. This does not apply where the subjects are children except where it involves passive observation of public behavior. (This exempt status category, for research involving survey or interview procedures or observation of public behavior, does not apply to research with children, Subpart D, except for research involving observations of public behavior when the investigator(s) do not participate in the activities being observed.)
- c. Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior where subjects are elected or appointed officials or candidates for public office.
- d. Taste and food quality evaluation and consumer acceptance studies involving wholesome foods without additives or with additives or chemicals below established “safe” levels. For further information on exemption, refer to: <http://www.hhs.gov/ohrp/> and <https://www.nsf.gov/bfa/dias/policy/hsfaqs.jsp>.

If you are conducting HSR, but think you are eligible for an exemption according to the categories listed above, please go to <http://www.fletcher.tufts.edu/FletcherConnect/Student-Life/IRB> for further information.

Institutional Review Board Procedure

If the research can be classified as Human Subject Research and the researcher is not eligible for an exemption, they must complete the IRB Review by completing the following:

- a. Tufts IRB Protocol Application (<http://www.tufts.edu/central/research/IRB/Forms.htm>)
- b. IRB Cover Sheet Forms
 - Asking for either “expedited” (one IRB member reviews it) or “full” (full IRB Board reviews it).
- a. CITI Education Module (<http://www.tufts.edu/central/research/IRB/citi.htm>)

If expedited review is not approved by the Fletcher representative to the IRB (or another assigned member of the Tufts IRB), the researcher will need to go through the full Tufts IRB review process. For Fletcher IRB forms and sample cases please see <http://www.fletcher.tufts.edu/FletcherConnect/Student-Life/IRB>.

Student Affairs Policies and Procedures

STUDENT COUNCIL

Student Council representatives are elected annually and include three first-year students, three second-year students, and one Ph.D. candidate. The three second-year student representatives and the Ph.D. representative are elected during the spring of the preceding year. First-year representatives are elected during the Fall Student Elections.

Student Council members may be emailed at Fletcher-Council@elist.tufts.edu. The Student Council Bylaws can be found here: <http://fletcher.tufts.edu/Student-Council/Regulations-and-Bylaws>.

STUDENT ORGANIZATIONS

Creating a New Student Organization

Each semester, potential student groups have the opportunity to apply for official club status. Officially recognized student organizations enjoy the following privileges:

- Eligibility to receive club funding
- Inclusion on the Fletcher clubs and organizations webpage
- Eligibility to send announcements regarding club business and activities to the Fletcher official listservs.

To apply for official club status, student group leaders must submit the following information to fletcher-council@elist.tufts.edu:

- Mission statement
- Statement describing organization's unique contribution to Fletcher community
- Budget proposal form
- Names of student leaders
- 10 original signatures of interested current students (can be scanned)

New student clubs will be notified of their approval status after the first student council meeting of each semester.

Guidelines for Hosting an Event

- **The event must be open to the entire Fletcher community.** Internal student organization meetings (i.e. meetings involving exclusively members of a student organization) are excluded from funding.
- All student club-sponsored events that take place in the Fletcher School facility are expected to be green events. Information on how to make events green is found at this website: <http://sustainability.tufts.edu/get-involved/green-guide/green-event-resources/>.
- If alcohol is served at an event on campus, it must be arranged through Tufts Catering and campus police must be present. Otherwise, alcohol is not allowed at events.
- If a video recording is shown at an event such as a movie night or film festival, it must be licensed for public showing. Showing a DVD or video that does not have public performance rights at an event hosted by a student club is a violation of copyright law.
- Alumni speakers should always be coordinated with Director of the Office of Development and Alumni Relations.

Restrictions on Use of Club Funds

No organization may open an outside account or arrange for credit with an institution.

The following is a list of items that are not allowed to be purchased with club funds:

- Alcohol
- Gift cards or cash cards
- Airfare for guest speakers (except from New York City or Washington, D.C.)
- Payment for consulting services, honoraria, travel grants, research stipends, or any other payment of this type
- Gas can only be reimbursed with a record of mileage – *not* with a receipt. A record of mileage includes the exact address of the start and end point of the trip and a line describing the purpose of the trip.
- Gifts to speakers that are not Fletcher- or Tufts-branded.

POLICY ON RSVPs AND NO-SHOWS AT EVENTS

1. If you sign up to attend an RSVP event (e.g. Charles Francis Adams lecture, ISSP luncheon), you must attend or give notice of your cancellation at least 24 hours in advance.
2. In case of no-shows without proper cancellation, students will not be permitted to sign up for the next RSVP event offered.
3. If you must cancel within 24 hours of the event, the no-show penalty can *only* be avoided if the organizer is able to fill your spot by offering it to another student.

OFF-CAMPUS LIFE

Many Fletcher students live in the communities surrounding the University including Medford, Somerville, Arlington, and Cambridge. Your behavior can have a significant impact on the neighborhoods in which you live. It is important to realize that the neighborhoods around Tufts are primarily residential, with long-term households outnumbering student apartments. Many of your neighbors may work for a living while raising children; others are retired people. They take pride in their homes and want to ensure that their neighborhood is a pleasant place to live (and sleep). For many of them, contact with students who live in their neighborhoods is the most direct impact Tufts has on them and the basis of the opinions they form about the University. Please respect the social contract that comes with neighborhood living, and understand the legal rights and responsibilities that come with being a tenant or property owner.

The University and The Fletcher School expect that our students will be good neighbors. We hope the following information will be helpful to you for promoting a good relationship between Fletcher students and the neighborhoods surrounding the University.

Off-Campus Behavior

University jurisdiction is defined not by geography but by a student's membership in the University community. An individual or agency may bring a complaint to University officials even if it results from an incident that occurred off campus.

An individual whose off-campus behavior, whether or not related to University activity, suggests that he or she may pose a danger to others may lose his or her right to attend Tufts.

Local Ordinances

The local communities surrounding the University establish their own ordinances governing parking, parties, noise, trash collection, etc. Students residing in these communities are expected to comply with the respective communities' regulations.

Violation of Noise Ordinances

Noise regulations are clearly defined in each ordinance. (Copies are available in the local city halls.) Off-campus activities that create a disturbance because of noise emanating from a residence and/or from large numbers of students gathering on or near the porch, sidewalks, or in the yard may generate a neighborhood complaint. A documented violation (one in which the responding police officers write up a violation) of the noise ordinance might result in a \$100 fine for the first offense. Subsequent offenses may result in increased fines as well as disciplinary action. Neighborhood disturbances in either Medford or Somerville are often handled cooperatively by the municipal police department and the University Police.

Parties

Past and present Fletcher School students have found the following guidelines regarding parties to be helpful:

- Get to know your neighbors *before* you start holding parties, even if it is only to introduce yourself and say hello when you see each other. It is even better if you can show an interest in them and their lives.
- Let your neighbors know if you intend to have a party and give them several days' notice. Give them your phone number and ask them to call you first if the party is disturbing them in order that you can take corrective action. If you can demonstrate your commitment to addressing any concerns they may have while the party is going on, you will greatly reduce the chance that they may resort to calling the police if the party gets out of control.
- Before the party, the sponsors should designate one person to serve as the principal communicator with the police (if necessary). This will give the police much greater confidence that their concerns will be and are being addressed, and reduce the chances of confusion between the police and the hosts of the party.
- Normally, if a complaint is registered with the municipal (non-Tufts) police, the Tufts Police will be notified and may respond, either alone or accompanying municipal police. Should the Tufts Police be notified first, they will notify the municipal police that a complaint has been received and that the Tufts Police are responding.
- Normally, if the police respond to a complaint, a warning will be given to the residents regarding such things as lowering the noise, going inside the residence, etc. Normally, a second visit by the police will result in a party being shut down. Residents should be proactive in managing their parties to avoid these visits altogether.
- It is imperative that students be respectful and deferential to authority in any interactions with police (municipal and/or University). Students should listen and follow the directives of the police; discussion and disagreement with the officers can lead to a student being put in protective custody or even bring arrested. It is far more prudent to raise concerns the following day with the Tufts Police Department and/or the Executive Associate Dean's Office than to confront officers responding to neighborhood complaints.

- Members of the Tufts Police Department welcome sitting down with students to discuss ways to prevent parties from aggravating neighbors. The Department has also, in the past, mediated disputes between off-campus students and their neighbors.
- Serving alcohol to anyone under the age of 21 is illegal. The hosts of a party are liable and may be prosecuted for any alcohol served to minors on the hosts' premises.
- Party sponsors should take appropriate care if alcohol is consumed on their property. They may be criminally liable for any negative consequences that result from alcohol consumption. For instance, if someone over-consumes alcohol to the point of extreme sickness or worse, or if someone drives afterwards and gets into an accident, the host may be subject to criminal prosecution. ***Given the stakes involved and the personal safety issues involved, hosts should be prepared to refuse to serve someone alcohol and if necessary find transportation home for an inebriated individual.***
- Questions regarding off-campus behavior may be directed to Dean Sheehan or to Sergeant Joseph Tilton of the Tufts University Police Department. Sergeant Tilton is the designated police liaison to The Fletcher School.

Library and IT Services Policies and Procedures

THE EDWIN GINN LIBRARY OF THE FLETCHER SCHOOL

The Edwin Ginn Library is one of six libraries at Tufts, which work collaboratively to provide students with access to the print and digital resources they need. For information on Ginn and Tufts-wide library collections, policies, and services, please visit <http://ginnlibrary.tufts.edu/>. Students approaching graduation are encouraged to be particularly diligent in returning materials and paying any late fees on time, since unreturned books and unpaid fees can prevent students from walking at graduation.

In addition to managing and sourcing library materials, Ginn Library is responsible for School-wide IT and audio-visual (A/V) equipment and services, and, in conjunction with University IT services, information services such as Tufts email and digital storage accounts. The following sections cover the School- and University-wide IT policies most relevant to Fletcher students.

INFORMATION TECHNOLOGY POLICIES

Responsible Use of Information Technology

As members of a University community, all Fletcher students are responsible for keeping their School-related Internet and IT activities consistent with applicable laws, academic standards, and Tufts' policies on rights and responsibilities online. This responsibility covers any activity conducted using University IT services (including hardware, software, applications, networks, databases, websites, and social media), as well as any activity conducted under the auspices of or pursuant to one's education.

Tufts' [Information Stewardship Policy](#) outlines policies that apply to all members of the Tufts community who use, create, and/or manage information at Tufts. Compliance with the policies is mandatory, and violations can result in severe consequences up to and including loss of network access and civil or criminal prosecution.

In addition, students are encouraged to familiarize themselves with Tufts' [Overview of Your Rights and Responsibilities Online and the Digital Millennium Copyright Act & FAQ](#) and to [understand their legal and policy obligations on issues including copyright law; libel; invasion of privacy; obscenity, child pornography, and indecency; and hacking, cracking, and spamming.](#)

Any questions about information use, including copyright, safe computing, and managing sensitive information should be directed to the Director of Ginn Library and Information Technology.

Email as Means of Official Communication; Accounts and Forwarding

The University's primary method of communicating with students is through email; in many cases, including information about course information and expectations, registration, bill payment, campus emergencies, special events, and Commencement, email may be the only communication used.

It is therefore each student's responsibility to check their Tufts email account regularly, whether via the University-provided Outlook service or another email service of the student's choice. Visit [Microsoft Exchange Email](#) for information about Tufts email, including the accessing webmail application, setting up email on your devices and forwarding your email.

Tufts Email Account Policies

Email services are provided to the Tufts community to conduct University business. Use of Tufts email services is subject to and bound by the [Information Stewardship Policy](#) and [Tufts Email Policy](#), applicable laws, and the Honor Code. In addition, all email users are expected to maintain standards of professional and personal courtesy and conduct.

Violations of the Email and Tufts University Responsible Use policies will be subject to disciplinary action and violators may have their email account suspended during any investigation.

Email abuse may be reported to abuse@tufts.edu. Reports of abuse will be investigated and handled as appropriate. In all cases, do not delete any evidence or message(s) as they can be used as evidence.

Email Distribution Lists

Fletcher maintains several official, moderated mailing lists, as well as the official but unmoderated Social List. Use of all email lists, including the Social List, is subject to the Information Stewardship Policy, the purposes of the respective lists, and common standards of personal, professional, and academic courtesy and conduct. All students are automatically subscribed to and may not unsubscribe from official distribution lists. Subscription to the Social List is at students' discretion:

students must request to join the list (with their Tufts email only), and may request to unsubscribe at any time.

In general, mailing lists may be used for purposes related to teaching, coursework, research, and administration at Fletcher/Tufts and School- or University-sanctioned student activities. Commercial use of mailing lists, except for authorized School or University business, is prohibited. Mailing lists may generally not be used for personal or School-related fundraising; see the policy on fundraising elsewhere in this handbook for more details.

For more information on usage of and policies governing mailing lists, see the [Tufts Mailing List Policy](#).

Directory Policies

Tufts University publishes directory information, including email addresses for faculty, staff, and students. Directory records, including students' emails, are publicly visible. Students appear in the directory once they matriculate and until they graduate or otherwise disaffiliate from Tufts. Students who have walked but not graduated will remain listed on directories (and distribution lists) until they administratively separate from the University.

The Tufts University electronic and printed directories are provided solely for the purpose of assisting individuals to contact one another. Information in the directories may not be extracted by any means for the creation of distribution lists for use by businesses or other organizations outside of Tufts. Use of directory information for solicitation of business or donations is expressly prohibited.

Students who do not wish to appear in the directory may request a privacy lock from the Registrar. Students with privacy locks will not be listed in any online directories, and will also not be able to use their name address alias (firstname.lastname@tufts.edu). These students will only be able to use their delivery-address email (username@tufts.edu).

To modify your information on the Tufts Directory visit [Tufts University White Pages](#).

Access to Email and IT Services After Graduation

Students retain access to all email and IT services for 90 days after formally graduating. (Those who walk without having completed graduation requirements remain active until completing all requirements and receiving a diploma.) After 90 days, students lose access to their student email accounts and all IT services except SIS. Graduates will always have access to SIS, and may elect to set up an alumni email account.

For more information and instructions on email and IT services for alumni, visit Ginn Library's [Information for Alumni](#) webpage.

Other Fletcher Policies

DISABILITY SERVICES

The Fletcher School welcomes applications from students with disabilities and assures them that the School will provide access to all programs for which they are qualified. In accordance with all Federal, State and University regulations, The Fletcher School is committed to providing support and equal access for all students so that they may achieve their academic potential.

The Fletcher School abides by the documentation requirements outlined on the Tufts University's Accessibility Services website: <http://uss.tufts.edu/arc/disability/documentation.asp>.

Accommodation decisions are made by a school-based committee on the basis of the student's documentation and when needed in consultation with the University's ADA Specialist in the Office of Equal Opportunity. Accommodations are afforded to any student who has been deemed eligible in accordance with Tufts policies, and in accordance with State and Federal regulations.

CLASS VIDEOTAPING POLICY

No student may make any audio and/or visual recording of a Fletcher School class without permission. This policy reflects both wiretapping statutes (see Mass. General Law Ch. 272 Sec. 99) and pedagogical goals. Students may request official taping of classes in limited circumstances by advance request in writing to the course instructor or Academic Dean. Students wishing to record classes on the basis of an academic accommodation should consult the relevant policy elsewhere in this handbook.

WORKING ON CAMPUS

There are a variety of opportunities to work on campus during the academic year. Caution, however, is urged in making academic-year employment commitments. Most students find that 10-15 hours per week is the maximum amount of time they can spend on such activities. Students planning to engage in any outside work may wish to discuss this with their advisor.

Students are responsible for the proper completion and submission of employment forms online through Employee Self Service. While both a student's signature and that of his/her supervisor are required, *the student must process the forms.*

Teaching and Research Assistantships

Fletcher students often serve as teaching assistants in the undergraduate departments of Political Science, Economics, History, and Modern Languages, or in the International Relations Program at Tufts. Occasionally, Fletcher students serve at other academic institutions in the greater Boston area as well. Students interested in teaching assistantships should make inquiries directly to the individual departments of Tufts University as early as possible for full consideration.

A limited number of research assistantships are available, generally to second-year and doctoral students. From time to time, financial support is available under special research projects developed by faculty members.

Part-time Jobs at Fletcher

Part-time jobs are often available in administrative offices at Fletcher such as Ginn Library or the Offices of Admissions, the Registrar, and Career Services. The Tufts Student Employment Office has both hard-copy and online listings of jobs both on the Tufts campus and in the Somerville-Medford area. The Tufts University Student Employment Office website address is <http://students.tufts.edu/financial-services/student-employment>.

Rules and Regulations

- You cannot begin employment before your I-9 has been verified
- Please submit hours each week. Do not accumulate hours over multiple weeks.
- It is recommended that students not work more than 20 hours while classes are in session, but can work up to full-time (40 hours) during breaks.
- Students can be hired as temporary employees after graduation as long as they are eligible to work in the U.S.
- **For rules and regulations for international students, including how to obtain a Social Security Number, see the “International Students” section below.**

If you already have a Social Security Number

Please email the following information to fletcherpayroll@tufts.edu. The information will be entered into the payroll system (via ePAF) once approval has been obtained from your supervisor.

- a. Name
- b. Student ID number
- c. Title/position
- d. Effective dates (beginning and end)
- e. Pay rate
- f. Payment method: hourly/semi-monthly/lump-sum (this is at the discretion of the student and supervisor)
- g. Maximum pay the supervisor has authorized for the effective dates/period of performance (required for students who are paid hourly and semi-monthly)
- h. Dept ID (account that the position will be paid from)

If you are **new to the payroll system**, then you will receive an email from Human Resources with a link to complete the following information:

- i. Direct deposit banking information (Tufts only allows direct deposit; paper checks can only be issued for the first payment, while direct deposit is being set up)
- j. W-4 tax form
- k. I-9 Employment Eligibility Form

Once the online portion is completed, you will need to bring your I-9 document(s) from the eligible list to Tufts Shared Services for your I-9 verification at 62R Talbot Ave (small grey-blue checkered metal building set back from street). Please review the list of allowable documents before you arrive (<https://www.uscis.gov/i-9-central/acceptable-documents>). If you are abroad and cannot do the verification in person, please contact TSS (Tss@tufts.edu) to set up approval for a location to verify your I-9 form.

International Students

Students are eligible for up to 20 total hours of on-campus employment while school is in session (hours worked in Fletcher, A&S, and other campus schools and departments combined may not exceed 20 hours). However, when school is not in session, full-time on-campus employment is permissible. On-campus employment is subject to the following conditions:

- The student must maintain his/her student status;
- Compensation for work must be made directly by Tufts University to the student; and
- The student must continue to make reasonable progress towards his/her degree.

Please note that completing degree requirements constitutes the end of the academic program, at which time on-campus work authorization terminates.

If You Do Not Already Have a Social Security Number (SSN)

- 1) Obtain an “Evidence of On-Campus Employment” form from the International Student Advisor in the Registrar’s office. (You may ask for help finding your SEVIS ID number [I-20 Certificate of Eligibility of Nonimmigrant F-1 Status], which is needed to complete the form.)
- 2) Complete form with supervisor or Payroll Coordinator in Cabot 405.
- 3) Return form to the Registrar’s office and obtain the signature and seal of the International Student Advisor, and collect an application for a new SSN.
- 4) Bring the following items to the Social Security Administration office at 10 Fawcett St #1, Cambridge, MA, between the hours of 9:00am–3:00pm Monday, Tuesday, Thursday, and Friday, and 9:00am–12:00pm Wednesday:
 - a. Original I-20
 - b. Passport with an F-1 stamp
 - c. On-Campus Employment form
 - d. Arrival/Departure (I-94) record (print out most recent record from U.S. Customs and Border Protection website, www.cbp.gov/i94)
 - e. SSN Application
- 5) Once you obtain your SSN, report back to the International Student Advisor to enter into the system (it will be available the next day).
- 6) Inform the Payroll Coordinator as soon as your SSN has been entered into the system by sending an email to fletcherpayroll@tufts.edu.
- 7) Follow the steps in the section entitled *If You Already Have a Social Security Number* above.

Reporting Hours & Getting Paid

- 1) You can report hours either by paper form or by email to FletcherPayroll@tufts.edu (please list supervisor/title/pay rate/Dept ID, if available) with supervisor approval.

- 2) **Hours are due** for the prior week by **Monday at 2:00pm**.
- 3) Timesheets are available in the Fletcher Office of Administration and Finance, Cabot 405.
- 4) **Payment** will be via direct deposit every Friday for weekly employees, and on the 15th and 30th of the month for semi-monthly employees.
- 5) The **FIRST** payment when you are put on to payroll will be via paper check. Checks will either be mailed to your local address on file or will be sent to the Fletcher Office of Admin and Finance, Cabot 405. *Please ensure that your local address is up to date in SIS before beginning work.*

Whom to Contact with Payroll and Hiring Issues

- **First**, check the Employee Self-Service website to view your paycheck detail: hr.tufts.edu/eserve/
- For **tax** or **direct deposit issues**, please contact Tufts Shared Services at TSS@tufts.edu, 617-627-7000, or 62R Talbot Ave
- For **hours** or **pay rate issues**, please email FletcherPayroll@tufts.edu
- Please direct all other questions to the Payroll Coordinator via fletcherpayroll@tufts.edu.

ROOM-BOOKING POLICY

For Regularly Scheduled Classes

Inquiries about changing the classroom or time for a regularly scheduled class should be directed to the Registrar by email (Mary.Dulatre@tufts.edu) or at 617-627-3055.

For All Other Events

To reserve individual rooms throughout Fletcher – in either the Cabot, Goddard or Mugar buildings – for meetings, lunches, make-up classes, etc., visit <http://students.tufts.edu/registrar/what-we-assist/space-reservation> or contact the receptionist in the Hall of Flags at 617-627-3329.

Room bookings are assigned one of two priority levels:

- *Level 1* priorities cover essential core functions, for which dates can be set well in advance. These include all Fletcher and associated academic degree requirements such as final exams, foreign language exams, and Professional Development Program sessions; major school-wide events such as commencement activities, convocation, fall and spring orientation programs, open-house events for admitted students, and fall and spring alumni reunion programs; and classroom IT maintenance and upgrades.
- *Level 2* priorities cover important core functions, the dates of which can generally be set well in advance (though they can change somewhat once scheduled). These include meetings of the executive faculty, student council, administrators, school committees, and library/IT instructional sessions. Course review sessions, PhD comprehensive exams, PhD defenses, OCS employer visits, and required student group study meetings are also level 2 priorities.

When booking space on campus, higher-priority events take precedence over lower-priority ones. In the occasional but inevitable cases where events of the same priority level conflict, a good-faith effort will be made to reconcile competing interests.

FUNDRAISING (GENERAL)

Tufts University defines fundraising as “the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.” No student may conduct any fundraising activity for their personal benefit on campus or using University resources.

Students wishing to conduct fundraising must:

- First notify and be granted permission by Katie Mulroy, Associate Director of Student Affairs (katie.mulroy@tufts.edu)
- Set a date and reserve space ahead of time for any fundraising activity (within Fletcher, space can only be reserved on the first floor of Cabot; no fundraising is permitted in the Hall of Flags)
- Use any and all funds raised in one of two ways:
 - Offsetting the costs of planned student organization activities within the same semester, with all funds deposited into the organization’s account
 - Donation to a U.S.-based, IRS-recognized charitable organization, in which case 501(c)(3) documentation must be provided before securing approval to fundraise and the name and mission of the charitable organization must be included in any advertisements for the fundraiser
- Ensure compliance with all applicable local, state, and federal laws, as well as University policies
- During the fundraiser, post a sign identifying the fundraising organization, goods and/or services being sold, and prices

Cases that may have implications for School or University development, e.g. soliciting corporate sponsorship or alumni donations, will incur additional review and conditions. Katie Mulroy will identify these cases based on fundraising applications and take the lead in coordinating with relevant development and/or corporate and foundation relations officers.

Fundraising for political purposes is also subject to additional conditions as set forth in the “Fundraising” subsection of the policy on individual political involvement published elsewhere in this handbook.

USE OF TUFTS’ AND FLETCHER’S NAME, BRAND, AND MARKS

No consulting or other outside arrangement grants the right to use the names “Tufts University” or “The Fletcher School,” or any variant, or to identify Tufts in any advertising or promotion sales literature, without the prior written consent of the Office of the President of Tufts University or, as appropriate, the Office of the Dean of The Fletcher School of Law and Diplomacy.

In addition to University-wide policies, the School maintains its own style guide governing use of the School name, logos, and wordmarks. Compliance with School and University style and policy is mandatory; please visit <http://fletcher.tufts.edu/FletcherConnect/External-Communications/Style-Guide> and/or contact the Office of Communications, Public Relations, and Marketing for more information.

MISCELLANEOUS POLICIES AND PROCEDURES

Lockers

Enrolled students who are taking courses and not living in Blakeley Hall will be assigned a locker during the Orientation/Registration period. These lockers are located throughout the Fletcher building complex. Please go to the Mail Room in the Hall of Flags (ext. 7-2714) for a map of locker locations or for other locker related questions. Lockers are re-assigned annually. Therefore, students are required to remove all belongings from their lockers at the end of the spring term. Items left in lockers over the summer will be discarded.

Mailboxes

Only students living in Blakeley Hall will have U.S. mail delivered to their assigned mailbox. Questions regarding mailboxes should be directed to the Mail Room in the Hall of Flags (ext. 7-2714). Mailboxes are re-assigned annually. Therefore, students are required to remove all items from their mailboxes at the end of the spring term. Items left in mailboxes over the summer will be removed.

Mail Delivery for PhD Students in Residence

Fletcher PhD students who are in residence at the School may have limited delivery of certain first-class mail to their mailboxes at the School only under the following conditions:

1. The mail that a PhD student receives at Fletcher is correspondence related specifically to PhD research; this mail will be delivered to the PhD student's mailbox. All other mail (bills, newspapers, magazines, etc.) must be sent to the home address. Any mail sent to the School that is not related to PhD research will be returned to sender.
2. PhD students must notify the Registrar's Office that they will be in residence at the School. The Registrar's Office will inform the mailroom of students' PhD mail eligibility.

Posting Notices

Bulletin boards are located on Cabot 1, Mugar 2 (in front of the Ginn Library), and in front of the Mugar Computer Lab. These bulletin boards are used by various student organizations and school departments to make announcements for upcoming meetings, speakers, and events. These boards are also used to post articles of special interest to various groups of students. The bulletin board adjacent to the Office of Career Services contains OCS notices about various job application deadlines, career opportunities, and other OCS activities.

Restrictions

- Notices posted on surfaces other than the bulletin boards on Cabot 1, Mugar 2 (in front of the Ginn Library), and in front of the Mugar Computer Lab will be removed.
- The Hall of Flags (except for the main reception desk) should not be used as poster/notices areas. All areas of the Ginn Library are also not be used for posting.
- All posters should clearly identify the posting organization/individual and a contact point for further information.
- Organizations or individuals that post notices in The Fletcher School complex are responsible for removing the notices immediately after the conclusion of the event.

- If a poster or notice is considered offensive, individuals should discuss the matter with the sponsors. Members of the community may not remove controversial posters. The Executive Associate Dean is willing to consult on these matters; however, please be advised that it is not School policy neither to censor notices nor to remove posters based on content.

Members of the community should consider carefully whether or not it is appropriate to post notices that are generated by those who are not members of the Fletcher Community.

University-Wide Policies

UNIVERSITY-AFFILIATED INTERNATIONAL TRAVEL SAFETY

All members of the Tufts University community, including students, are subject to the following policies when traveling abroad on university-affiliated business. This includes all travel which is funded in whole or in part by the University, undertaken for academic credit, or sponsored/approved by University faculty or administrators. Common examples of travel at Fletcher that fall into this category include research trips, treks, and internships abroad affiliated with the School or the University. For full details on the International Travel Policy, please visit the [International Travel Safety page](#) on Tufts' Global Operations website.

Tufts Travel Registry and Travel Safety

University policy **requires** that all students undertaking university-affiliated travel abroad **register their travel in the [Tufts Travel Registry](#)**. To register your travel, visit go.tufts.edu/travelregistry, click on "Student Registration," log in, and follow the prompts.

Registering university-affiliated travel automatically enrolls students in Tufts' free international travel assistance insurance program, which covers emergency medical assistance, evacuation, and security advice prior to or during their travel. **For help abroad during an emergency, registered travelers can call International SOS at +1-215-942-8226** (24/7, collect calls accepted).

Tufts Travel Review

University policy requires that all student university-affiliated travel to countries subject to [U.S. State Department travel warnings](#) be reviewed and approved by the Tufts Committee for Travel Review.

Please note that **students hoping to travel to countries subject to travel warnings should submit their itineraries for review at least six weeks prior to their intended travel date.**

Students planning to travel in a group can submit a single application covering all participants. More information on the mandatory review process, including committee meeting dates, can be found [here](#). For more information on scheduled review dates and how to submit an itinerary for review, please visit the Global Operations [website](#). For more information on group travel, please see [here](#).

Loaner Laptop Program for Travelers

Any Tufts graduate student conducting university-affiliated travel abroad may request a blank loaner laptop loaded with standard tools and software from Tufts Technology services. Loaner laptops are free of charge but requests must be made at least five days in advance through the TTS website.

Use of a loaner laptop is encouraged whenever students may encounter export restrictions, cybersecurity concerns, or are concerned that their electronics might be searched and/or seized at a border. More information on loaner laptops is available [here](#).

FREEDOM OF EXPRESSION

Policy Statement as Approved by the Tufts Board of Trustees, November 7, 2009

Tufts University is an educational community that has as its paramount mission the discovery and dissemination of knowledge and the pursuit of the arts through study, teaching, and research. For this community to achieve its mission, all members must have full and equal opportunity to pursue personal and intellectual growth. Freedom of expression and inquiry are fundamental to the academic enterprise. Without freedom of expression, community members cannot fully share their knowledge or test ideas on the anvil of open debate and criticism. Without freedom of inquiry, community members cannot search for new knowledge or challenge conventional wisdom.

Freedom of expression and inquiry are not absolute. The law, for example, provides that freedom of expression does not include the right to slander the reputation of another, to engage in specified forms of harassment, to threaten or obstruct a speaker who advances unwelcome ideas, or to incite another person to violence. Scholarly inquiry also is limited by federal and state regulation, ethical tenets, and professional standards designed to protect human and animal subjects. In addition, the University seeks to ensure the orderly function of the educational enterprise and to ensure that all members of the community have the opportunity to participate in and benefit from the discovery and dissemination of knowledge.

Members of the Tufts community owe one another the basic respect and ethical obligations of human beings engaged in a common endeavor. While not enjoying the force of law, these obligations reflect three basic community values:

1. respect for the freedom of other community members to inquire and express themselves fully;
2. the need to exercise freedom of expression and inquiry in ways that respect the human dignity of others; and
3. the importance of a climate at Tufts that is conducive to learning and in which all community members, regardless of background, are free from behavior that interferes with their ability to study, grow, and attain their full potential.

Members of the university community, including academic and administrative leaders, must hold accountable those who do not respect these values. When community values are not respected, every member of the Tufts community has an obligation to respond. Those who are the target of

such speech should not and must not bear the burden of responding alone. An affront against any member of our community is an affront to all of us. It is only by affirming our collective values that we can build a stronger, more cohesive, and more vibrant community where differences are respected and all are made to feel welcome.

It is incumbent upon all members of the Tufts community, and especially the University leadership, to educate the community about the diverse world in which we live and to support and empower members whose rights are violated. In the end, freedom of expression and inquiry is necessary but not sufficient on its own for learning to take place. Achieving our educational mission requires an environment of respect, tolerance, and civil dialogue.

For more on this policy and the Tufts Board of Trustees, see <http://trustees.tufts.edu/data/expression/>.

Controversial Speakers and Programs

Tufts is an open campus committed to the free exchange of ideas – even those that may be considered offensive to some members of the community. In general, some community members' finding a speaker or program offensive will not be considered cause to prevent the program from running; the University will strive to uphold the right of campus organizations to host controversial programs and to hold them without interruption.

Program sponsors should consider during their planning whether the nature of an event suggests that disruption is likely, and, if so, should discuss the likelihood of disruption with the Executive Associate Dean. A decision about whether special security measures are necessary will be made by the Executive Associate Dean and the University's Director of Public Safety.

Other necessary arrangements, such as where the event should be held or how widely it should be advertised, will depend on the nature of the program and be determined in consultation with the Executive Associate Dean.

TUFTS UNIVERSITY POLICY ON POLITICAL ACTIVITIES

The University is committed to free and open discussion of ideas and opinions. As part of its dedication to active citizenship, Tufts encourages students, faculty, and staff to exercise their civic rights to participate as individuals in the political process. At the same time, no member of the University community should feel any institutional pressure to support a particular candidate or position.

As a tax-exempt entity, Tufts is prohibited by federal law from participating in or attempting to influence campaigns for any elective public office or any political initiative (such as a public referendum). The University may not endorse a candidate or ballot proposal, provide or solicit

financial or other support for candidates or political organizations, or establish political action committees.

This policy is adopted by the University in an attempt to balance these competing considerations, based on advice of counsel and prevailing practices in the academic community.

Student Publications

Student publications may run editorials expressing the editors' views on candidates for public office, provided that the publication's editorial policy is free of editorial control by University administrators or faculty advisors. A statement on the editorial page must indicate that the views expressed are those of the student editors and not those of the University.

Individual Involvement in Political Campaigns

Members of the University community who participate in political campaigns must do so in their individual capacity. No member of the community should feel pressured to contribute money or time to any political campaign, and no University function or publication may support or endorse any political party or candidate (including members of the University community running for political office).

At all events, individuals' political activities must not create the appearance or fact of a University endorsement of a political party or candidate.

Use of Facilities and Resources

Use of University facilities and resources in support of a political candidate, party, referendum, or political action committee (PAC) that could give the appearance that the University is supporting one candidate or position over another is prohibited.

The following activities are specifically prohibited (note that this list is merely illustrative):

- Using official University stationery, word mark, seal, email, telephones, computers, printers, and copiers.
- Providing mailing lists, office space, telephones, photocopying, computers or other institutional resources.
- Posting a hyperlink on a University-administered website to a candidate or campaign site.
- If the University believes that one or more postings on a University-administered website (i.e., a website with a tufts.edu extension) create the impression that the University has endorsed a particular candidate or a particular side of a public referendum, it may request, as a condition of hosting the site, that a disclaimer be posted on the site stating that the opinions expressed are attributed to the author and do not represent the views of the University.

The following activities may be permitted:

- Subject to University policies on permission and scheduling, recognized student groups may use University facilities for partisan political purposes so long as they reimburse any costs the University may incur in providing such space, in accordance with the policies established by Office of Student Life.
- If an appearance by a declared candidate for public office or a group supporting a public referendum is broadly publicized to nonmembers of the Tufts community or is co-sponsored or paid for by outside organizations, the sponsors must rent the space from the University on the same terms that are available to any group wishing to use such space as established by the Tufts Conference Bureau (<http://ase.tufts.edu/conferences/>). If space is rented to a candidate in an election, any competing candidate would be able to rent space on the same terms.
- Candidates may be invited to appear on campus in a non-candidate capacity, e.g., to participate in a class, provided that no campaigning or fundraising is done at the event and a non-partisan atmosphere is maintained.
- Candidate forums or debates may be held on campus as part of the University's educational mission, as long as all qualified candidates are invited to participate.
- Administration and faculty should take special care in relation to any above-described activities, to avoid the appearance of institutional endorsement.

Fundraising

Funds or contributions for political candidates or campaigns may not, under any circumstances, be solicited in the name of Tufts University or on any University campus, and University resources may not be used in soliciting such funds. If Tufts students, faculty, or staff make political contributions, they must do so as individuals.

Voter Registration

Voter registration and “get out the vote” drives by University-sponsored organizations must be done on a non-partisan basis (i.e., they may not focus on a particular party).

Gifts and Lobbying

Federal and Massachusetts laws prohibit gifts and honoraria for public officials, including meals and tickets to sporting events.

Any lobbying on behalf of the University must be approved by the Vice President for University Relations.

This policy only provides basic information regarding political activities. It is strongly advised that you seek guidance before you sponsor a political event. For more information, contact the Vice President for University Relations, the Office of University Counsel, the Director of Community Relations, or the Senior Associate Dean.

FERPA: Notice of Student Rights with Respect to Education Records

University policy in effect as of July 1, 2015, sponsored by Counsel and owned by the University Registrar

Purpose

This notice establishes the University policy with respect to certain types of student records. This policy is designed to help students understand how to access their education records and, if they wish, how to prevent their disclosure to third parties.

Scope

This policy applies to all schools and divisions at Tufts University.

Policy Statement

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 the Registrar's Office.

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 7 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, D.C. 20202-4605.

EQUAL OPPORTUNITY

Tufts University is committed to employment practices and a learning environment that are free of discrimination and harassment. The Office of Equal Opportunity (OEO) works to support this effort. OEO's primary responsibility is to establish uniform guidelines in order to promote a work and educational environment at Tufts University that is free of discrimination and harassment and to affirm Tufts' commitment to equal opportunity, Title IX, and affirmative action. The OEO delivers this support through:

- Education and training initiatives for faculty, staff and students, including confidential support and resources for affected individuals as well as prevention and awareness training for all members of the Tufts community;
- Resolving allegations of discrimination, harassment and sexual misconduct for all members of the Tufts community as well as guidance on potential conflict of interests that may arise;
- Providing oversight and guidance to faculty and staff in handling workplace accommodations as outlined in the University's ADA policy.

The OEO partners with other key resources at Tufts University who all have a mutual commitment of ensuring compliance with all federal, state and local laws and who are uniformly guided by Tufts' vision and mission.

Visit the OEO website for more information and resources: <http://oio.tufts.edu/>
Or contact OEO at 617-627-3298 or OEO@tufts.edu

Online Incident Reporting: EthicsPoint (Option to Report Anonymously)

Tufts University has selected EthicsPoint, Inc. to provide you with simple ways to report discrimination, harassment, retaliation, and any other activities that may involve unethical or otherwise inappropriate activity or behavior in violation of Tufts University's established policies and Business Conduct Policy. EthicsPoint offers the option to report these concerns anonymously.

If reporting anonymously, you will receive a **Report Key** and you will be asked to select a **Password**. Please keep your Report Key and Password secure and periodically return to EthicsPoint to receive information regarding supports and resources, status updates, and/or requests for information necessary for Tufts to respond appropriately; the University has no other means to communicate with an anonymous reporter.

You may file a report to Tufts University by calling EthicsPoint toll-free at 866-384-4277 or visiting <http://tufts-oio.ethicspoint.com>.

NOTE: EthicsPoint is not a 911 or emergency service. Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response.

If you require emergency assistance, please contact local authorities (Tufts University Police Department, at 617-627-6911).

NON-DISCRIMINATION POLICY

This section provides a brief summary of the issues covered in more detail in the Non-Discrimination Policy. The full text of this policy, as well as reporting procedures, can be found on the Office of Equal Opportunity website <http://oio.tufts.edu/policies-and-procedures/nondiscrimination-policy/>.

Tufts University is committed to the principle of equal opportunity in education and employment. Tufts prohibits discrimination against and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; retaliation; and any other characteristic protected under

applicable federal or state law. The University expects all Tufts employees, students, and community members to join with and uphold this commitment.

Tufts University also prohibits retaliation based on a protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim. Any witness, complainant or respondent involved in an investigation ought not to be retaliated against for their participation in the fact-finding process.

All Tufts personnel at the exempt level who are responsible for hiring, promoting, and managing employees and/or University programs are required to promptly escalate all potential violations of this policy to a manager or supervisor, a dean, any senior member of the University administration, directly to the Office of Equal Opportunity (OEO) at 617.627.3298 or to EthicsPoint at tufts-oeo.ethicspoint.com or by using the hotline at 1.866.384.4277.

Tufts University's OEO is also responsible for planning and implementing the University's affirmative action program and monitoring affirmative action-related decisions and activities in accordance with state and federal law. Tufts University seeks to maintain an internal system of audit and reporting that shall facilitate the identification and removal of inequities and deficiencies in its employment and those policies and practices that could preclude the fair and equal treatment of minorities, women, individuals with disabilities, and all protected veterans.

Defining and Recognizing Discrimination: Unlawful discrimination occurs when a person is harassed or treated arbitrarily or differently because of their real or implied membership in a "protected category" such as race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status; genetics; retaliation; and any other characteristic protected under applicable federal or state law.

In the employment context, discrimination may begin with an adverse employment action, which is something an employer has done that is unfair to an employee (for example: terminating the employee or not selecting him or her for hire or a promotion, harassing the employee, denying the employee's request for a reasonable accommodation, etc.). If OEO determines, through fact-finding, that the employee or applicant's membership in a protected category was the reason for the adverse employment action, this may lead to a policy violation of the non-discrimination policy and/or any other policy herein.

Similarly, if a student or community member believes that s/he was treated differently in their education program or activity because of their real or implied membership in a protected category as defined above, OEO will conduct a fact finding investigation to determine whether or not the Complainant's protected class was the reason for the different treatment and if that treatment violated the non-discrimination policy and/or any other policy herein.

*Contact OEO immediately, at 617-627-3298 or OEO@tufts.edu, or file a report by calling *EthicsPoint* toll-free at 866-384-4277 or visiting <http://tufts-oeo.ethicspoint.com>, if you feel that you are being retaliated against for filing a complaint, participating in a complaint or speaking out against a potential discriminatory practice. Retaliation is prohibited by Tufts University policies and by state and federal anti-discrimination laws. Retaliation at Tufts University is also subject to disciplinary action up to and including termination from employment for employees or expulsion for students from Tufts.*

Personality differences or conflicts, general mistreatment not based on the above protected categories, or a response to poor performance are usually employee relations issues, not discrimination matters. To contact your Human Resource Business Partner (HRBP) to discuss an employee relations matter, please call the Human Resources Department on your campus. HR can also help you determine what type of issue you may be experiencing and will refer you to the appropriate resources. The Tufts University Human Resources office for the Medford campus can be reached at 617-627-3272.

SEXUAL MISCONDUCT POLICY

This section provides a brief summary of issues covered in more detail the Sexual Misconduct Policy. The full text of the policy can be found on the Office of Equal Opportunity (OEO) website <http://oio.tufts.edu/sexual-misconduct-student/>.

Unlawful discrimination has no place at Tufts University. It violates the University's core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. Sex and gender based discrimination and harassment are prohibited by Tufts University policy and can constitute violations of state and/or federal law. State and federal law, including Title IX of the 1972 Education Amendments, prohibit sex and gender based discrimination and associated retaliation in all of the University's programs and activities, and Title VII of the 1964 Civil Rights Act, and its state counterpart, M.G.L. c. 151B, prohibits sex and gender based discrimination and associated retaliation in employment. Tufts University policy, the Violence Against Women Act (VAWA), as amended, and other state and federal laws prohibit sexual assault, stalking and relationship violence (including dating and domestic violence).

Prohibited Conduct

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

Sexual misconduct is not limited to the workplace or the educational environment. It can extend beyond University property and could occur at any University sponsored program, activity, or event regardless of the location. It can occur out of state or country, such as at a conference, off-site project, study abroad, field placement, or at an externship. Sexual misconduct can occur between students, employees and third parties such as visitors, vendors, contractors and other community members. Tufts' Sexual Misconduct Policy applies broadly and in many different circumstances. Tufts will consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus. More information about what constitutes prohibited conduct please refer to the full text of the Sexual Misconduct Policy <http://oeo.tufts.edu/sexual-misconduct-student/>.

University Response to Allegations of Sexual Misconduct

The University takes all allegations of sexual misconduct seriously and is committed to providing information, education, resources, support, interim measures, and clear direction to Tufts community members to prevent and address such conduct. The University will *always* respond to sexual misconduct that it knows or should know about in order to stop prohibited conduct, prevent the recurrence of any conduct of concern, prevent and/or eliminate any hostile environment, and, where appropriate, address any effects on campus from such prohibited conduct.

Tufts University is committed to addressing and working towards preventing crimes of sexual violence that are never acceptable and will not be tolerated.

Violations of the Sexual Misconduct Policy are subject to disciplinary action. Depending on the nature of the violation, disciplinary consequences for violations of this policy may include denial of privileges, disciplinary probation, suspension and expulsion for students, and may include warnings (verbal or written), demotions, suspensions, and termination for employees. The conduct discussed in this policy may also constitute violations of the law, to which other laws and regulations may apply beyond the scope of this policy and Tufts' disciplinary measures. Criminal definitions under state and federal law for some of the conduct described under this policy such as relationship violence (including dating and domestic violence) and stalking can be found in Appendix A to this Policy. Tufts University will abide by court ordered restraining orders and orders of protection, and will assist individuals seeking these or other law enforcement options. Tufts will honor a complainant's/victim's/survivor's decision either to pursue a law enforcement remedy or to decline to pursue that avenue of remedy.

It is the responsibility of the Tufts' Office of Equal Opportunity (OEO) to make inquiries into reports of sexual misconduct on behalf of the University. Violations of this policy can be filed through the applicable internal procedures and guidelines. The procedure that applies to complaints against students is called the Sexual Misconduct Adjudication Process (SMAP). A copy of the SMAP can be found at: <http://oeo.tufts.edu/sexual-misconduct-student/>. The Discrimination Complaint Processing Guidelines (Guidelines) apply to complaints filed against employees and third parties. A copy of these Guidelines can be found at: <http://oeo.tufts.edu/sexual-misconduct-policy-faculty->

[staff/](#). OEO will conduct investigations for matters brought under the SMAP and the Guidelines. All violations of this policy will be decided by the preponderance of the evidence standard (whether it was more likely than not that University policy has been violated by the conduct alleged). Additional information about OEO's adjudication process can be found at <http://oio.tufts.edu/>.

Information about how to file criminal and disciplinary claims is detailed in the full text of the Sexual Misconduct Policy <http://oio.tufts.edu/sexual-misconduct-student/>.

Support and Interim Measures

Tufts is committed to assisting complainants/victims/survivors, accused students and witnesses through many resources available to support them. Information about those resources can be found on the Tufts' Sexual Misconduct Resources website: <http://oio.tufts.edu/reporting-resources/> and [through](#) a confidential non-clinical resource in the Center for Awareness, Resources and Education (CARE) <http://oio.tufts.edu/care/>. An individual reporting a matter need not disclose any information or personal details to access information or to receive resources and supports from CARE. To schedule an online appointment with CARE, please go to: <http://oio.tufts.edu/care/>.

The University encourages those who wish to receive confidential support services regarding sexual misconduct to seek assistance from: (1) the University's Counseling Centers (for students) or any other mental health services provider; (2) the University Health Services (for students) or any other medical care provider; (3) the Student Advisory and Health Administration Office (for students); or (4) any Chaplain in the Tufts' Office of the Chaplaincy or any other member of the chaplaincy. The Employee Assistance Program (EAP) provides confidential counseling for employees and employees are free to seek confidential assistance from other health or mental health services providers as well as the University Chaplaincy or any off campus religious or spiritual resource. Additional resources with different confidentiality and reporting requirements can be found on the Tufts' Sexual Misconduct Resources website: <http://oio.tufts.edu/reporting-resources/> and in the full text of the Sexual Misconduct Policy <http://oio.tufts.edu/sexual-misconduct-student/>.

Tufts seeks to empower complainants/victims/survivors by informing them that there are options to address sexual misconduct, both through our disciplinary process and/or through the legal system. Complainants/victims/ survivors can use any or all of these options simultaneously to address sexual misconduct. The University affirms the right of complainants/victims/survivors to decide whether they wish to be involved in any process to address sexual misconduct – or not. However, should the conduct at issue pose a threat to campus safety (which includes but is not limited to threats of further violence, the use of weapons and/or repeat offenders), the University must take action regardless of whether the complainant/victim/survivor wishes to proceed with their individual employee or student complaint. More information about Reporting Options can be found in the full text of the Sexual Misconduct Policy <http://oio.tufts.edu/sexual-misconduct-student/> or at: <http://oio.tufts.edu/reporting-incidents-of-any-misconduct/>.

The University will provide interim measures in response to sexual misconduct in order to stop prohibited conduct, prevent the recurrence of any conduct of concern, prevent and/or eliminate any hostile environment, and, where appropriate, address any effects on campus from such prohibited conduct. Interim measures and other support options are available regardless of whether disciplinary or criminal claims are pursued. In some instances, interim measures may lead to a person's immediate removal from campus. Various available and appropriate interim measures and support options include, but are not limited to: health and counseling services, stay away orders, no-contact orders, no trespass orders, schedule and housing changes, academic supports or adjustments, and information about financial aid and visa/immigration related issues. Tufts will make efforts to implement interim measures in a manner that will minimize the burden on the complainant/victim/survivor whenever possible. More information about available interim measures and how to seek them can be found in the full text of the Sexual Misconduct Policy <http://oer.tufts.edu/sexual-misconduct-student/>.

Prohibition Against Retaliation

Retaliation against anyone who makes a good faith report or complaint of an incident of sexual misconduct, or in any way participates in an inquiry or investigation of sexual misconduct under this policy is strictly prohibited. The prohibition against retaliation applies to a reasonable objection to conduct an individual believes, in good faith, to be a violation of law or policy. A person engaged in retaliatory conduct will be subject to disciplinary action by the University. Depending on the nature of the retaliation found, discipline may include denial of privileges, disciplinary probation, suspension and expulsion, for students, and may include warnings (verbal or written), demotions, suspensions, and termination for employees. The University will also provide interim measures in response to retaliation-related concerns in order to stop prohibited conduct, prevent its recurrence, prevent and/or eliminate any hostile environment, and, where appropriate, address any effects on campus from such conduct. In some instances, these measures may lead to an accused person's immediate removal from campus or other various available and appropriate interim measures. Conduct prohibited by this section is further described in the full text of the Policy <http://oer.tufts.edu/sexual-misconduct-student/>

Reporting Obligations of Responsible Employees

All employees of the University – with a few limited exceptions – are considered “Responsible Employees” under this policy and as a result are required to promptly report allegations of sexual misconduct that they observe or learn about to the Executive Director of the OEO and Title IX/504 Coordinator, Jill Zellmer (email oeo@tufts.edu or call 617.627.3298) or to any Title IX Liaison found on the OEO website <http://oer.tufts.edu/tufts-university-title-ix-liaisons/>. The Title IX Coordinator is charged with the responsibility of coordinating Tufts' efforts to comply with its obligations under Title IX, including addressing complaints of sexual misconduct, coordinating investigations and providing appropriate interim measures for the Tufts community.

Although Responsible Employees are required to report conduct under this policy to OEO, they will otherwise maintain the privacy of the information related to the matter reported. Responsible Employees may also report such conduct online through the Ethicspoint reporting portal, providing all known details of the situation: tufts-oeo.ethicspoint.com. All Responsible Employees are required to report any incident of sexual misconduct, even if the person(s) concerned about or affected by the misconduct is unsure about pursuing a disciplinary complaint. Reported allegation(s) will be reviewed by OEO staff who will assess the report and consult with the complainant. Responsible employees who knew about but did not report allegations of sexual misconduct may be subject to disciplinary action.

Only employees of Tufts' Counseling and Mental Health Services, Tufts' Student Advisory and Health Administration, Tufts' Health Service, Tufts' Chaplains and the EAP, all of whom have legally defined confidentiality privileges, are exempt from these reporting requirements. The Tufts University Sexual Misconduct Resource Specialist (SMRS) and the Sexual Misconduct Prevention Specialist (SMPS) have limited confidentiality privileges and, as such, is still required to report non-identifying information to OEO and TUPD about violations of policy and criminal conduct, respectively. The SMRS and SMPS's records may also be subpoenaed in a civil or criminal legal matter.

Reporting Options and Support Resources

A partial list of reporting options and support resources are listed below. For additional information about confidential and other reporting options and supporting resources, both on and off-campus, please visit the Tufts' Sexual Misconduct Resources website: <http://o eo.tufts.edu/resources-guide/>.

Tufts University Police Department (TUPD): 617-627-6911 (emergency)
617-627-3030 (non-emergency)

Office of Equal Opportunity (OEO): 617-627-3298 or oeo@tufts.edu

Online with EthicsPoint (anonymous reporting option): <http://tufts-oeo.ethicspoint.com/>

Counselor-On-Call or Chaplain-On-Call: Via Tufts Police: 617-627-3030 (*confidential*)

Counseling & Mental Health Services: 617-627-3360 (*confidential*)

Health Services: 617-627-3350 (*confidential*)

Tufts University Chaplaincy: 617-627-3427 (*confidential*)

Sexual Misconduct Resource Specialist (SMRS) (*confidential*)
Nandi Bynoe, 617-627-0765 Nandi.bynoe@tufts.edu

Sexual Misconduct Prevention Specialist (SMPS) (*confidential*)
Alexandra Donovan, 617-627-5140 Alexandra.donovan@tufts.edu

Sexual Misconduct Reporting Liaison (Title IX) – Fletcher:
Laurie Hurley, Director of Admissions, (617) 627-2410, Laurie.hurley@tufts.edu

The Sexual Misconduct Reporting Liaisons (Title IX) can provide information regarding available resources and answer questions about policy and process. The Liaisons are not responsible for investigating reports, but instead will direct the information they received to the University’s Title IX Coordinator in OEO. Additional Sexual Misconduct Reporting Liaisons (Title IX) can be found at <http://oio.tufts.edu/tufts-university-title-ix-liaisons/>.

Tufts University Title IX liaisons outside of the Fletcher School

The Sexual Misconduct Reporting Liaisons (Title IX) are university employees who are available to receive reports of sex discrimination at Tufts, including sexual harassment and sexual assault. The liaisons can provide information regarding available resources, but are not responsible for investigating reports. Rather, they will direct the information they receive to the university’s Title IX Coordinator in the Office of Equal Opportunity.

University-Wide	Boston Campus – Intake Officers
Jill Zellmer, MSW <i>Executive Director & Title IX/504 Coordinator</i> Office of Equal Opportunity 617-627-3298 Jill.Zellmer@tufts.edu	Robin Glover <i>Associate Dean</i> Public Health & Professional Degree Programs 617-636-2497 Robin.Glover@tufts.edu
Alida Bogan-Acosta, JD <i>OEO Investigator (Title IX and VII)</i> 617-627-0968 Alida.Bogan-Acosta@tufts.edu	Janet Kerle <i>Associate Dean of Students</i> Tufts School of Medicine 617.636.6534 Janet.Kerle@tufts.edu
Ryan Milligan, JD <i>Title IX Investigator</i> 617-627-3298 Ryan.Milligan@tufts.edu	<i>Associate Dean</i> The Sackler School of Graduate Biomedical Sciences 617-636-6767
Jennifer Magrone, MSW <i>Title VII Investigator</i> 617-627-4297 Jennifer.Magrone@tufts.edu	Katherine Vosker <i>Director of Student Affairs</i> Tufts School of Dental Medicine

<p>Medford/Somerville Campus – Intake Officers</p> <p>Laurie Hurley <i>Director of Admissions</i> Fletcher School 617-627-2410 Laurie.Hurley@tufts.edu</p>	<p>617-636-0887 Katherine.Vosker@tufts.edu</p> <p>Grafton Campus – Intake Officer</p> <p>Barbara Berman <i>Assistant Dean of Student Affairs</i> Cummings School of Veterinary Medicine 508-839-8733 x84725 Barbara.Berman@tufts.edu</p>
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OEO Complaint Procedures

For the OEO complaint processing guidelines and the Sexual Misconduct Adjudication Process, please visit <http://ofo.tufts.edu/>. You may also request more information regarding these processes by contacting OEO at (617) 627-3298.

Other Resources

Complaints or inquiries concerning discrimination or harassment may be filed directly with:

For university employees:

1. Equal Employment Opportunity Commission (EEOC)

JFK Federal Building
475 Government Center
Boston, MA 02203
800-669-4000
Statute of limitations: 300 days

2. Massachusetts Commission against Discrimination (MCAD)

John McCormack Building Worcester City Hall
One Ashburton Place 455 Main Street
Sixth Floor, Room 601 Room 101
Boston, MA 02108 Worcester, MA 01608
617-994-6000, 508-799-8010
Statute of limitations: 300 days

For the student community:

1. U.S. Department of Education (DOE)

Office for Civil Rights (OCR)
5 Post Office Square Eighth Floor
Boston, MA 02109-3921
617-289-0111

PROHIBITED RELATIONSHIPS WITH STUDENTS POLICY

Tufts University seeks to maintain a professional work and academic environment dedicated to promoting excellence in learning, teaching and research. Unprofessional conduct by faculty members, academic administrators and staff members is inconsistent with the University's mission. To advance that mission it is essential that those in a position of authority do not abuse or appear to abuse the power with which they are entrusted. Faculty members, academic administrators and staff members exercise power over students, whether by teaching, grading, evaluating, mentoring, coaching, advising or making recommendations for further studies or future employment.

Accordingly, no faculty member, academic administrator or staff member shall enter into a romantic or sexual relationship with a student over whom that faculty member, academic administrator or staff member has academic or professional responsibility or is likely to have academic or professional responsibility in the future, regardless of whether the relationship would be consensual.

Voluntary consent by students in such relationships is suspect, given the power asymmetry of the parties, which raises issues of conflict of interest or abuse of authority. In addition, given the heightened risk of an actual or perceived power imbalance where undergraduate students are involved, no faculty member, academic administrator or staff member shall have a romantic or sexual relationship with an undergraduate student, regardless of current or future academic or supervisory responsibilities for that student. Even where particular situations are not expressly prohibited by this policy, faculty members, academic administrators and staff members should avoid relationships that would bring into question their professional judgment.

To learn more about the Tufts University policy on prohibited relationships with students, as well as reporting procedures, please visit this website: <http://oeo.tufts.edu/faculty-staff-policies-procedures/>.

UNIVERSITY GUIDELINES PERTAINING TO RELIGIOUS OBSERVANCES

In constructing the academic calendar, religious holy days will not be the sole factor in determining days on which classes will be held or suspended. However, it is recommended that students be encouraged to observe their appropriate religious holy days; that instructors strive to facilitate this by allowing absence from classes for such purposes; and that instructors try to ensure that no examinations, written reports, oral reports, or other mandatory class assignments are scheduled for or due on such holy days, and that, if a conflict does occur, instructors provide ample opportunities for such students to make up work missed on such occasions without penalty.

STUDENT SAFETY POLICIES, PROCEDURES, AND RESOURCES

Violence-free University Policy Statement

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.

Tufts University Threat Assessment and Management (TTAM) Program

Tragic events across the country in recent years have highlighted the dangers posed by violence on college and university campuses. On October 7th, 2013, Tufts University President Anthony Monaco wrote to the university community about important, proactive efforts to ensure the continued safety and well-being of students, faculty, staff, and visitors. In his message, the President issued the following violence free university policy statement:

Tufts is committed to maintaining an environment in which individuals are safe to learn, work, and live. In support of this commitment, we affirm that Tufts will not tolerate violence or threats of violence anywhere on its campuses or in connection with university-sponsored programs.

In support of the President's policy statement, Tufts has established the Tufts Threat Assessment and Management (TTAM) program to identify, evaluate and address potentially threatening situations affecting members of the Tufts community. Recognizing and reporting early signs of a potentially dangerous situation are crucial to preventing violence and enhance the university's ability to provide assistance to community members who may be in distress.

We encourage all members of the university community to use this additional safety resource to learn how to recognize potential threats and the multiple ways to safely and if you so choose, to confidentially, report concerns.

<http://sites.tufts.edu/ttam/>

MA Laws and Tufts Policies on Alcohol and Other Drugs

The welfare and safety of students and their guests are central to the university's policies on alcohol and other drugs. At the same time, the university must adhere to the requirements of federal and state law.

All members of the Tufts community and their guests are expected to abide by the laws of the Commonwealth of Massachusetts. These laws include the following essential elements:

- Individuals under the age of twenty-one may not buy, possess, or consume alcoholic beverages.

- No individual, regardless of age, may carry open containers of alcoholic beverages in public, including outside of buildings (except in the context of a controlled outdoor event where alcohol is served to those of age), public areas of residence halls, lounges, or other university buildings (except for areas that have been reserved and have controls in place for a registered event).
- No one may provide alcohol to individuals who are under twenty-one years of age.
- No individual may possess or use illegal substances or misuse prescription drugs.
- No one may sell tickets or charge admissions to events where alcohol is present without a valid license to sell alcohol.
- The cities of Medford and Somerville have ordinances related to open containers of alcohol in public areas, regardless of age.

NOTE: Although the state of Massachusetts has legalized the possession and use of small quantities of marijuana, it remains a federal crime to use, sell, or possess marijuana in any amount. In accordance with federal law, University policy prohibits any use, possession, or sale of marijuana anywhere on Tufts property.

Crime Awareness and Campus Security

The Jeanne Clery Disclosure Act of 1998 as well as its amendments provide the Tufts University Department of Public Safety an opportunity to explain various services, policies, programs, and expectations that help contribute to achieving reasonable safety and security at Tufts University. As one of our efforts to comply with the [Clery Act](#), an annual public safety brochure (found at <http://publicsafety.tufts.edu/asr/>) is made available. This publication also informs the Tufts community of campus crime statistics. A printed copy of the brochure may be requested by contacting the Department of Public Safety, 419 Boston Avenue, Medford Campus.

Hate Crimes

Massachusetts has a specific law that prohibits hate crimes, the Hate Crimes Penalty Act, M.G.L. Chp. 265, Sec. 39. The law applies to anyone who commits an assault and/or battery with the intent to intimidate a person because of race or ethnicity, religion, national origin, age, sexual orientation, or disability. Students believing that they have been subject to a hate crime are encouraged to report it to and/or seek help from the Tufts University Police Department, the Executive Associate Dean's Office, the Office of Equal Opportunity, or university's Chief Diversity Officer. While the Massachusetts law does not include gender as a basis for a hate crime, Tufts' policy on hate crimes includes gender as a protected class, as well as the other categories listed in the state statute.

CLASS SUSPENSION DUE TO WEATHER OR EMERGENCY

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. Only the President or the President's designee can suspend, in part or totally, regularly scheduled academic or administrative activities at Tufts. The

decision to suspend regularly scheduled academic activities is made as far in advance as possible and announced by the deans.

When time does not permit advance announcement, the University endeavors to have announcements made over Boston radio and television stations (for example WBZ AM 1030, WBZ TV Channel 4). Campus closure information will also be available on the University website and via (617) 627-INFO.

SMOKING REGULATIONS

The Fletcher School and all of the Tufts University campus is covered by the Massachusetts Clean Indoor Air Act. In addition, the City of Somerville has enacted an ordinance that regulates smoking on the Medford/Somerville campus. Under these laws, smoking is prohibited in public indoor spaces, including classrooms, meeting rooms, hallways, rest rooms, and entranceways. These laws supplement current fire and safety laws. Violation of these laws carries penalties and/or fines.

Appendices

CODE OF ACADEMIC INTEGRITY (HONOR CODE)

Originally published August 2014; as revised

Preamble

The students, faculty, and staff of the School comprise and take pride in being members of a distinctive community of individuals from diverse backgrounds and linked together by a spirit of cooperation, mutual respect, and common academic purpose. The School expects its students to make the best possible use of their opportunities as graduate students and to demonstrate the qualities of mind and character that will warrant confident recommendation by the School for professional positions of responsibility and trust.

This Code of Academic Integrity, also and interchangeably known as the Honor Code, sets forth the common standards of honesty, courtesy, professionalism, and trust that together are the foundation of our community. As long as they shall be members of this community, all students are expected to be familiar with the contents, and to comport themselves in the letter and spirit, of this Code.

As the Code is the foundation of our community, honesty and trust are the bedrock of this Code. Students are expected to maintain, without constant supervision, the highest standards of honesty in examinations, in the preparation of research papers, and in other academic activities, as well as in personal conduct.

In written and other work, each student is expected to be meticulous in attribution of source materials, quotations, citations, and scholarship that is not original, including class lectures and the work of other students. Intelligent consultation with the faculty and administrators – notably the faculty chair of the Committee on Academic Integrity, the Academic Dean, the Executive Associate Dean, or the Registrar – can forestall a surprising number of problems. Students are, therefore, urged to seek advice on any points of doubt.

Students are also expected to show consideration for the needs of others in the use of the library, the residence hall, the dining rooms, and other commonly used School and University facilities.

If you have any questions about this Code, please do not hesitate to discuss them with members of the faculty, administration, or Student Council.

General

The Fletcher School of Law and Diplomacy has a Code of Academic Integrity, more commonly referred to as the Honor Code. The purpose of the Code is to inform students, faculty, and staff of the standards of integrity regarding scholarship and collegial use of resources. Since violations of the Code are violations of both academic and social standards expected of members of the Fletcher

Community, violations can be grounds for revoking course credit and the degree or honors of which it formed a part and removing a person from that Community.

Enforcement of the Code is in the hands of each member of the Fletcher Community. Every member of the Fletcher Community is expected to conform to the Code.

The primary means of enforcement is self-discipline. But there are times when self-discipline may fail. At those times, any member of the Fletcher Community who becomes aware of a violation of the Code has a responsibility to the community to take action. If a direct discussion with the violator would not fully remedy or clarify the situation, some other person must be informed. Normally, that person in the case of the violation of the Code's Library section would be a staff member of the Library or the Director of the Library; in the case of an Examination or Written Work violation, the instructor setting the examination or grading the written work. Specific procedures regarding violations of Academic Integrity are covered below.

Academic integrity cannot be codified in every aspect but some statement of how the general principles apply to specific situations can be useful to illustrate the scope and normal operation of those principles. The possibility that some particular situation is not expressly covered in the following three sections does not excuse violation of the principles.

Written Work

General Rule: All written work submitted for credit towards a Fletcher course or degree must be the work of the person named as submitting the paper for credit. But it is acknowledged that scholarly thought and even reportage frequently requires the collaborative efforts of several people.

The following are the principal guidelines regarding attributions:

- Written contributions to the written work, whether or not quoted directly, should be attributed. The attributions should be in the form of footnotes or endnotes prescribed by format regulations. General background reading need not be attributed unless requested by the person responsible for grading the written work or relied on so heavily that an uninformed reader might attribute to the writer ideas that the writer is repeating from other sources.
- The sources of all factual data contained in written work must be identified. Factual data stemming from an oral interview should be attributed to the interview, identifying the person interviewed, dates, and places. Factual data stemming from personal observation should be similarly identified.
- Oral contributions that are functionally equivalent to written contributions, such as dictated passages, interpretations of notes and speeches, or other oral presentations not yet published, must be identified in the same way as written contributions or interviews.

Exceptions: The Fletcher School does not give academic credit for classified research. However, in some cases, important data might be so sensitive that to reveal its source even indirectly will jeopardize a career or a life. Data classified by a government or proprietary data might also fall within this category. Such situations must be discussed with the faculty members responsible for evaluating the work and arrangements made to maintain scholarly standards while safeguarding sources. In some cases, arrangements will also have to be made with the Director of the Library to safeguard sensitive work deposited there.

Dual Submissions: All written work submitted for scholarly evaluation as part of the degree requirements at The Fletcher School should be original work not submitted for scholarly evaluation at another institution or to more than one instructor at The Fletcher School unless specifically authorized beforehand by the Fletcher instructors involved. Transfer credit for work done elsewhere is given in appropriate cases by petition to the Committee on Student Academic Programs.

Examinations

With respect to in-class and take-home examinations, students shall not seek or receive assistance of any kind from any sources not permitted by the examiner. Nor may students offer or allow to another person any assistance in an examination not expressly authorized by the examiner. During class examinations, there must be no unauthorized communication of any sort or unnecessary noise or other distractions.

In principle, all students are bound by identical time limits for examinations. However, there might be cases in which extensions of the time limit might seem appropriate for particular students or to take account of particular circumstances. Students asking for an extension of the assigned time limit should bring their particular cases or the pertinent circumstances to the attention of the person setting the examination a reasonable time before the examination. Discretion whether to allow extra time and, if so, how much extra time and under what conditions belongs solely to the person setting the examination.

Students taking examinations, either in-class or take-home, may use only those materials that have been authorized by the evaluator. Even when the evaluator authorizes the use of library materials, students may not use any library materials for purposes of an examination when that use will result in other students not having equivalent access to them.

Library

The materials in the Ginn Library are for the use of the entire Fletcher community. It is a violation of the Code to remove library materials without charging them out, to hold borrowed materials past the return date, to secrete library materials in book lockers or sections of the stacks not corresponding with the call numbers assigned to the materials, to deface library materials, or to perform any other actions which could give one user of the library a significant advantage over other users.

Procedures Regarding Violations of the Code of Academic Integrity

These are the procedures that will be applied in the case of any alleged violation of the Code of Academic Integrity of The Fletcher School of Law and Diplomacy.

Self-Enforcement

Members of the Fletcher Community who identify a possible violation of the Honor Code have a responsibility to bring the relevant facts to the attention of the instructor for the course involved, if any, or the Academic Dean or the Executive Associate Dean. However, the mere failure to report (if it does not amount to aiding and abetting the violation) shall not be considered a violation of the Honor Code. In order to avoid the possible adverse effects of rumors that have not been substantiated, it is advisable to limit discussion of the possible violation with persons involved with enforcement procedures.

Confidentiality of Charges and Disposition

Throughout the process described here, other than as necessary or appropriate to give effect to the Honor Code or the procedures described here, or as otherwise necessary or appropriate in order to comply with University policy or law, the participants in the process described here shall keep the identity of the respondent confidential, except where the respondent effectively waives this confidentiality.

Accusations and Anonymity

Students or others (except instructors) who merely submit documentary evidence, or other information that stands by itself in terms of its authenticity and meaning, may choose to remain anonymous. They should indicate this desire when they deliver the evidence to the relevant instructor, or to the Academic Dean or Executive Associate Dean, and the remainder of the process will use reasonable efforts to maintain the anonymity of these students or others.

On the other hand, students or others who provide information regarding alleged Honor Code violations in the form of their own observations cannot remain anonymous, as the person accused should be afforded the opportunity to confront adverse witnesses. Where the Academic Dean or the Executive Associate Dean receives information that he considers non-frivolous regarding an alleged Honor Code violation, the matter shall be referred either to the instructor involved or to the Committee on Academic Integrity referred to below for actions below.

Evaluation of Facts and Imposition of Penalties by Instructor

In cases where either (i) the instructor has first-hand knowledge of the Honor Code violation (e.g., plagiarism, or if the instructor is proctoring an examination in which the instructor observes cheating), or (ii) the facts are not disputed, the instructor is authorized to impose penalties relating to the student's grade in the course, up to failure. The instructor may only do so after providing the respondent with notice and an opportunity to respond to the allegations. The instructor shall report

the violation and his or her action, describing the opportunity provided to the student to respond to the allegations, to the Academic Dean, the Executive Associate Dean, and the Registrar, who, subject to section 6 below, will maintain a record of these matters separate from the student's official transcript.

If conditions (i) or (ii) for application of paragraph (a) are not met, the instructor or the Academic Dean may request the Committee on Academic Integrity to, and it then shall, engage in the procedure described in section 5 below.

In addition, if the instructor or the Academic Dean feels that graver penalties than those described in paragraph (a) may be merited, because of the severity of the alleged violation or because the violation would not be the first found to have been committed by the student involved, either of them may request the Committee on Academic Integrity to, and it then shall, engage in the procedure described in section 5 below.

Finally, in cases where the instructor imposes penalties pursuant to paragraph (a) above, the student, if he or she believes that the imposition of penalties was an incorrect application of the Honor Code, may request the Committee on Academic Integrity to, and it then shall, engage in the procedure described in section 5 below. The School's normal grievance procedure will not apply to these cases.

Evaluation of Facts and Recommendation of Penalties by the Committee on Academic Integrity

At the beginning of each academic year, the Dean shall appoint a Committee on Academic Integrity comprised of five people drawn from the faculty and staff of the School, and two people drawn from the student body of the School. When a matter is referred to the Committee on Academic Integrity, it shall evaluate the facts and make a recommendation as to an appropriate penalty, if any, pursuant to the following procedures. The Committee on Academic Integrity may, with the consent of the Dean, appoint a subcommittee of members of the Committee on Academic Integrity, or other members of the Fletcher Community, to discharge its responsibilities under this section. If such a subcommittee is formed, it shall serve in all respects in place of the Committee on Academic Integrity under these procedures, in respect of matters assigned to it.

Notice to Respondent

Once it has determined to evaluate a matter, the Committee on Academic Integrity shall request the Executive Associate Dean to, and the Executive Associate Dean then shall, notify the respondent describing the allegations. Along with the notice, the respondent shall be given a copy of these procedures and such other materials as the Committee on Academic Integrity shall deem appropriate.

Procedure

The Committee on Academic Integrity will be in charge of its procedure and may adopt such procedural rules as are consistent with efficiency and fair process in the context of these procedures. The Committee on Academic Integrity will be required to hold a hearing at which it will provide the respondent an opportunity to be heard and may examine the respondent, other witnesses, and evidence, all as it deems appropriate. The Committee on Academic Integrity will be in charge of what evidence it considers, and shall consider the relative credibility of evidence as it assesses the facts.

Attendance at Hearings

Hearings shall be attended only by the Committee on Academic Integrity, the respondent, an advocate, if any, as described in paragraph (e) below, any witnesses, and, at the discretion of the Committee on Academic Integrity, University counsel.

Witnesses other than the respondent shall attend only while they give their evidence. However, if the respondent requests, Fletcher School students and faculty may be admitted to the hearing in such numbers and to such extent as the Committee on Academic Integrity determines is consistent with the maintenance of a suitable atmosphere.

Recording of Hearings

At the Committee on Academic Integrity's discretion, hearings may be recorded on audiotape by the School. The person in charge of preparing the audiotape may attend the hearings as necessary to do so. The School will retain custody and control over these tapes in such manner as it determines and shall make transcripts if and as it deems appropriate. The School will make the audiotape or copies thereof available to the respondent for review within a reasonable time after receipt of a request. Defects in the recordings will not invalidate the proceedings, unless the Committee on Academic Integrity so determines.

Advocates

Students responding to allegations may decide to seek the assistance of an advocate. An advocate may be a professional attorney or may be a friend, parent, or faculty member. The Fletcher School process does not make the use of an advocate necessary and the School does not provide attorneys for any students involved in Honor Code proceedings. After notice by the respondent to the School, advocates are permitted to attend any hearings before the Committee on Academic Integrity subject to the following limitations.

The advocate may attend any hearing and consult with the respondent throughout the process and hearing but may not participate directly in the hearing except to give the respondent's closing statement if the respondent so chooses.

- a. The respondent must notify the Executive Associate Dean at least 48 business hours before any scheduled hearing if the respondent will have an advocate at that hearing. This notice shall include the identity and relevant affiliation of the advocate.

University Counsel: The School may use attorneys as it deems appropriate.

Report of Committee on Academic Integrity: The Committee on Academic Integrity shall determine whether it finds that a clear preponderance of the evidence indicates that the respondent has violated the Honor Code in connection with the subject matter referenced in the notice described in paragraph (a).

An affirmative determination (of culpability) shall be made by an affirmative vote of at least two thirds of the members of the Committee on Academic Integrity in attendance.

- b. If the Committee on Academic Integrity makes such an affirmative determination, it shall also make a recommendation as to the imposition of penalties. Possible penalties include those described in the below. In severe cases, the sanction recommended may be suspension or expulsion. The Committee on Academic Integrity shall submit a written report including its determination and recommendation to the Dean.

Action by Dean

The Dean may review any of the facts or analysis that he deems relevant to the decision to impose penalties or may ask the Committee on Academic Integrity to do so.

The Dean shall provide the respondent an opportunity to make a written or oral presentation to the Dean, under such conditions as the Dean shall determine. There will be no further appeal once the Dean makes a determination to impose a penalty, although the Dean may, at his discretion, reopen proceedings and modify or remove penalties on the basis of new evidence.

The penalties that may be imposed in relation to a finding of a violation of the Honor Code include, but are not limited to, the following:

- Report the facts to the instructor of the relevant course and request that the instructor assign (or reassign) an appropriate grade in accordance with the facts as found by the Committee on Academic Integrity. This will normally accompany other penalties listed below, or may be imposed alone.
- Reprimand without notation on the respondent's official transcript.
- Censure with notation on the respondent's official transcript.
- Suspension with notation on the respondent's official transcript.
- Expulsion with notation on the respondent's official transcript.

Publication

In cases in which an Honor Code violation has been found and a penalty imposed by the Dean, a brief summary of the charge, of the Committee on Academic Integrity's report, and of any penalty imposed shall be made available for the information of the Fletcher Community. This publication shall not identify the student.

POLICY ON CAPRICIOUS GRADING

Approved by the Faculty on February 24, 2010

Prohibition against capricious grading

Section 1. Capricious grading is prohibited.

Definition

Section 2. Capricious grading consists of the arbitrary and capricious assignment of a grade to a student—

- a. for reasons other than the student's performance in the course;
- b. through resort to more exacting or demanding standards than were applied to other students in the course; or
- c. by a substantial departure from the instructor's previously announced standards for the course.

Filing of a Student Complaint

Section 3

- a. A student who believes that his or her grade in a course constitutes capricious grading under section 2 of this Policy shall so notify the course instructor not later than 14 week days after the day on which the grade was posted, or after the first class has met in the semester following the semester in which the course was taken, whichever is later.
- b. The student and the instructor shall confer promptly to seek a mutually acceptable resolution.
- c. (1) If no such resolution can be achieved, the student may file a preliminary complaint with the Academic Dean not later than 14 week days after the day on which notification occurred under subsection (a) of this section, or after the first class has met in the semester following the semester in which the course was taken, whichever is later.
(2) Such preliminary complaint shall include a written statement specifying the factual basis for the preliminary complaint and presenting any available supporting evidence.

Action by the Academic Dean

Section 4.

- a. The Academic Dean shall review the preliminary complaint in question and shall dismiss the preliminary complaint if—
 1. the preliminary complaint does not allege actions which could constitute capricious grading as defined in section 2;
 2. the preliminary complaint was not filed within the period of time required under section 3(c)(1);
 3. the student has not conferred with the instructor required under section 3(b); or
 4. the student has filed the same, or substantially the same, preliminary complaint under another formal grievance procedure.

- b. 1. In the event the preliminary complaint is not dismissed under subsection (a) of this section, the Academic Dean shall seek to resolve the dispute informally.
- 2. In so doing, the Academic Dean shall not seek to determine the validity of the preliminary complaint or to determine whether capricious grading occurred, but shall act as a good-faith mediator in attempting to facilitate a mutually acceptable resolution between student and instructor.
- c. 1. In the event the Academic Dean is unable to facilitate such a resolution, he shall determine whether substantial evidence exists to support the preliminary complaint.
- 2. In the event the Academic Dean determines that no such evidence exists, he shall dismiss the preliminary complaint.
- 3. In the event the Academic Dean determines that such evidence does exist, he shall refer the preliminary complaint to the Committee on Academic Integrity.
- d. 1. Not later than 10 week days following such referral, the student shall file with the Academic Dean a written complaint specifying in full the basis for the allegation of capricious grading and presenting any available supporting evidence.
- 2. The Academic Dean shall immediately transmit the complaint and any accompanying materials to the instructor.
- 3. The instructor shall transmit an answer to the complaint to the Academic Dean not later than 10 week days following receipt of such complaint.
- 4. Not later than 20 week days following the date on which the instructor's answer is transmitted under paragraph (3) of this subsection, the Academic Dean shall transmit to the Committee on Academic Integrity, the student, and the instructor—(A) a copy of the complaint, answer, and any accompanying materials; and (B) a statement summarizing actions taken by the Academic Dean under subsection (b) of this section.

Action by the Committee on Academic Integrity

Section 5.

- a. (1) The Committee on Academic Integrity shall determine whether a complaint filed under section 4(d)(1) of this Policy is supported by clear and convincing evidence.
- (2) If the Committee determines in the negative, it shall dismiss the complaint.
- (3) If the Committee determines in the affirmative, the Committee shall order an appropriate remedy, which (A) may include the awarding of a new grade in the course but only in the event of exceptional circumstances involving gross negligence or intentional disregard of the prohibition in section 1 of this Policy; and (B) may not constitute a reprimand or other disciplinary action against either the instructor or the student.
- (4) The Registrar shall immediately record any new grade awarded by the Committee under clause (A) of paragraph (3) of this subsection upon notification in writing by the Chair of the Committee that such new grade has been awarded.
- b. The Committee shall exercise due regard for the discretion accorded each instructor to evaluate student performance in accordance with principles of academic freedom, and,

accordingly, shall not consider whether the grade in question was awarded incorrectly or erroneously.

Procedure before the Committee on Academic Integrity

Section 6.

- a. (1) The Committee shall, prior to considering any complaint on the merits—(A) determine not later than 20 week days after the date on which materials were transmitted under section 4(d)(4) of this Policy whether it may exercise jurisdiction to do so; and (B) invite the student, instructor, and Academic Dean to present arguments in this regard in a form and manner that the Committee deems appropriate.
 - a. (2) To the extent feasible, the Chair of the Committee shall ensure that the identities of the student and instructor remain confidential unless and until the Committee finds that it may exercise jurisdiction under paragraph (1) of this subsection.
- b. If the Committee finds that it may exercise jurisdiction under subsection (a) of this section, it shall convene to consider the complaint on the merits not later than 10 week days thereafter.
- c. (1) The student and instructor may attend any meeting of the Committee that the Committee designates as directed at the finding of facts.
 - (2) In any such meeting, the student and instructor—(A) may present any evidence relevant to the manner in which the grade was assigned, including testimony by other persons; (B) shall have an opportunity to question or refute any evidence presented; and (C) may each be accompanied a person of his or her choice to assist in presenting evidence or advocating on his or her behalf.
 - (3) The Committee shall determine the admissibility of evidence and shall adopt rules of procedure.
- d. (1) The Committee shall make no decision in the absence of a quorum.
 - (2) A quorum shall consist of a majority of members of the Committee.
- e. All meetings of the Committee shall be closed to the public, and, except as authorized herein, no member of the Committee may disclose publicly any information, written or oral, that is learned, transmitted, or received in the course of the Committee's consideration of a complaint under this Policy.
- f. The Committee shall transmit its decision in writing to the student, the instructor, and the Academic Dean.(g) The Committee shall proceed as expeditiously as possible.

Appeals

Section 7.

- a. Except as provided in subsection (b) of this section, the decision of the Committee is final and may not be overturned, modified, or amended for any reason.
- b. (1) Not later than 20 week days after the date on which the Committee transmits its decision under section 6(f), the student or instructor may appeal to the Dean if any provision of this Policy has been violated by the Academic Dean, the Committee, or any member thereof.

- (2) Any such appeal shall be in writing and shall state specifically the circumstances of such violation.
 - (3) Not later than two week days following the receipt of an appeal under this subsection, the Dean shall transmit such appeal to the Chair of the Committee on Academic Integrity and the Academic Dean and shall promptly notify the student.
 - (4) Not later than five week days following such notice, the Chair of the Committee on Academic Integrity or the Academic Dean, or both, may transmit an answer to the Dean, which shall be in writing.
- c. The Dean shall review such appeal and answer and shall determine—
 - (1) whether a material provision of this Policy was violated by the Academic Dean, the Committee, or any member thereof to the prejudice of either party; and
 - (2) if so, whether such violation could reasonably be expected to have affected the determination made by the Committee under section 5(a) of this Policy.
 - d. If the Dean so determines, he shall vacate such determination of the Committee, order a new hearing, and take appropriate steps, including but not limited to the re-constitution of the Committee, to ensure that no such violation recurs.

STUDENT GRIEVANCE PROCEDURE

A student with a grievance should contact the individual faculty or administration member with whom they have a grievance. If the grievance cannot be resolved, the student should next contact either:

- The Executive Associate Dean (Gerard F. Sheehan) for any non-academic grievance.
- The Academic Dean (Steve Block) for any academic grievance. Any grievance alleging capricious grading shall be considered under the School's Policy on Capricious Grading.

If the respective Dean is unable to resolve the grievance, he will refer the problem to the appropriate standing faculty committee or to the Dean of The Fletcher School.

If neither the standing faculty committee nor the Dean is able to resolve the grievance, the Dean may appoint an ad hoc committee to review the grievance and report back with specific recommendations.

FACULTY RESPONSIBILITIES

According to the School's Faculty Responsibility Guidelines, "the principal professional commitment of faculty members of The Fletcher School is to the process of education." Students can therefore expect that their faculty will be prepared for class, will provide and prepare quality course materials, will not unnecessarily cancel or reschedule class, will not delegate essential course material to guest lecturers (including students), will provide fair grades and reasonably detailed commentary on submitted work, and will be accessible to students outside of classroom hours for a reasonable period each week (e.g. in office hours or by appointment).

Students who feel they are being underserved by a faculty member on any of these fronts should first attempt to work with the faculty member to achieve an adequate resolution. Failing that, students should raise their concerns in writing with the Academic Dean.

FACULTY COMMITTEES

The business of the School is conducted by various committees. All committees' faculty and administrator members are appointed by the Dean; each fall, two students are elected to sit on relevant committees. No students are named to the committee on Tenure and Promotion, which deals with sensitive personnel information; the Deans periodically brief the Student Council on that committee's work. Students serve on the following committees:

Committee on Admissions and Scholarships

Focus: Advises on and makes decisions on admissions for entering students.

Time Commitment: 2-3 meetings during the Fall semester to discuss policies, procedures, and early notification applications. Spring semester meetings are held on Friday afternoons for 3-4 hours weekly from late January to early March (each student member reviews and rates 300-350 files, or approximately 50 per week). Total time commitment (reading files, meetings) is approximately 90 hours. Students apply in early October to the Director of Admissions; those selected will be compensated on a per-file basis.

Committee on Academic Integrity

Focus: Considers alleged violations of the Honor Code and Policy on Capricious Grading

Time Commitment: Meets as necessary throughout the year

Committee on Diversity and Inclusiveness

Focus: Monitors and proposes action to enhance the diversity of the Fletcher faculty and staff and the student body. Monitors and advises on affirmative action policies and plans.

Time Commitment: 3-4 meetings per year.

Committee on the PhD Program

Focus: Reviews PhD candidacy and academic and programmatic topics pertaining to the PhD program.

Time Commitment: Meets 3-4 times per semester.

Committee on Student Academic Programs

Issues: Considers all student petitions for exceptions to academic requirements.

Time Commitment: One 90-minute meeting per month.

Faculty Search Committees/Student Advisory Committees

In addition to the above committees, students may serve on Student Advisory Committees to observe and advise on searches for faculty positions, according to the following process.

When the School conducts a faculty hiring search, the Dean appoints a Faculty Search Committee, which is responsible for conducting the search and making a hiring recommendation. In addition, a Student Advisory Committee may be appointed (with the guidance of the Student Council), to observe and provide student input on the search process.

The responsibilities of the Student Advisory Committee are three-fold:

1. Attend public lecture of each candidate,
2. Meet as a group for one hour with each candidate, and
3. At the end of the process, meet with the Faculty Search Committee to comment on the candidates.

Up to six students normally serve on a Student Advisory Committee. The formation of a committee will be announced to the student body, at which time interested students may sign up in the Student Affairs office. If more than six students express an interest in serving, the students can caucus among themselves and select six.