



THE FLETCHER SCHOOL
OF LAW AND DIPLOMACY

TUFTS UNIVERSITY

STUDENT HANDBOOK

2018-2019

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Introduction and Welcome

Dear students,

One of the most unique aspects here at The Fletcher School is the diversity of identities, cultures, values, beliefs, and aspirations represented by our students, faculty, and staff. We deeply value the diversity of our community and look to you to help sustain the Fletcher culture that cherishes inclusion. The perspective and background of every member contributes to the strength of this community and indeed defines it as we come to know each other in a vibrant social and intellectual environment. We encourage you to share your views, listen carefully, and be respectful in your words and actions.

Academically, we are trained to analyze and make sense of the complex issues that abound in this world. Many of those issues, including events that may occur during the school year, can provoke intense feelings. 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. In our discussions and debates—electronically or in person—courtesy, respect, and collegiality should be foremost in our minds.

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 require 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.

Above all, we expect that your time at Fletcher will help you to develop the skills, expertise, and relationships that prepare you for a fulfilling career and enable you to contribute to the betterment of the world. We look forward to seeing what you make of your Fletcher education—both during your time on campus and after commencement.

Sincerely,



Ian Johnstone, Dean *ad interim*



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](#).

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.

Student Status

Continuation Status

All degree candidates (with the exception of doctoral candidates) are allowed to continue as an active student for one additional 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 (CSAP).

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 lapse 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 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. Optional means that 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 semester's full 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 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 Services 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 taken 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 CSAP 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 will automatically be registered for IR 400, a non-graded course that grants the student full-time status.

Half Courses (Modules)

The Fletcher School has a limited number of half courses worth 1.5 credits offered every year. Additionally, half courses are also offered at other institutions where Fletcher has cross-registration agreements. In an attempt to encourage and allow students to take these half courses, we allow students (with the exception of MIB students) to take an overload of 13.5 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 full-credit semester courses may be taken in one semester (under the assumption that the student is enrolled full-time). Courses offered during the January term at Harvard 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 full-credit courses may be used to fulfill degree requirements.

- MATA (first year at Fletcher), MA, and LLM- A maximum of two non-Fletcher full-credit courses 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 full-credit courses 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 full-credit courses may be used to fulfill requirements. Any accepted petitions for equivalence will reduce the number of cross-registered courses permitted (e.g. equivalence granted for one course reduces the number of cross-registered courses allowed to two).
- MATA (fourth semester at Fletcher) and Exchange students - Students may cross-register at Harvard or Tufts for a maximum of one full-credit course.
- Internal admit PhD students - May cross-register for two non-Fletcher full-credit courses 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

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 institutions.

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 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.

Pre-Session Courses

Pre-session courses begin prior to the academic semester. In the fall, this is typically the August and in the spring, this is typically in January. August courses count as part of the fall semester course load and January courses count as part of the spring semester course load. Given the condensed duration of these courses, the following policies apply:

- All course sessions are mandatory. Students are not permitted to miss any class meetings except for extenuating circumstances pre-approved by the course instructor and the Registrar's Office.
- Registration must be finalized by the 1st of the month in which the course is offered. No late enrollments will be permitted after this date.
- The drop deadline for pre-session courses is 11:59 PM on the day of the first class meeting. Any drops made after this deadline will result in a withdrawal code of a "W." Thereafter, all course withdrawal policies apply.

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 paper form signed by the overseeing Fletcher faculty member to add a course to their record.

All late registration paper forms and online 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. Students are permitted to switch from audit to credit and vice versa within the same course before the last day of classes.

For second-half of the semester course modules, late registration forms will only be accepted one week after the add/drop deadline as indicated on the Academic Calendar. If the first meeting of a second-half of the semester module occurs after the add/drop deadline, then a late registration form will be accepted for one week after the course begins. Late drops after the drop deadline will result in a "W" for withdrawal being placed on the student's record. Students should follow the Harvard drop/add deadlines when registering for Harvard modules that start in the second half of the semester.

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. 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. If a student chooses to take a "W," the student must overload and pay for the course in a future semester in order to make up the credit.

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.

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

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. If a missing course grade is due to the extension of the capstone project, then this will count as one outstanding degree requirement rather than two (i.e. the course and capstone will not be counted as separate outstanding degree requirements). 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.

Diploma Name

All degree candidates should submit their diploma name to SIS at the beginning of their final semester. Diploma names must be the student's legal name. Accepted variations of legal names include the addition of the student's full legal middle name or the initial of the student's middle name (e.g. *John T. Doe* vs. *John Thomas Doe*). Nicknames, alternative names, titles, etc. are not permitted as part of diploma name.

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).

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). Please note that these petitions will automatically be denied for MALD students. MIB students must consult Professor Laurent Jacque for petition approval. Please note that these petitions are not normally approved and consultation with the MIB office should be made prior to petition submission.
 - The only MALD breadth requirement petitions that will be considered for approval are those from dual degree candidates that offer a statistics class for B205 equivalency. These petitions must be endorsed by Professor Robert Nakosteen. Dual degree MALD/St. Gallen students should review the *Transfer Credit* section for more information on equivalence and exceptions.
- 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 full courses 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 dual degree 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, available on Fletcher Connect and in the Registrar's Office, should be submitted by the advertised deadline. 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 in lieu of the standard CSAP 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, Design/Monitoring/Evaluation, 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 in lieu of the CSAP 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 nine course credits for the MALD and MIB and at least twelve for the PhD.

- The Self-Designed Field must include at least one full-credit Fletcher course as the required course for the field.
- For PhD candidates, at least nine 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 was taken at an accredited graduate school and is comparable to course offerings at Fletcher
- The student was registered as a graduate student at the time the coursework was 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
- Online courses are allowed for transfer credit with the approval of a Fletcher faculty member

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.

The following criteria applies to MALD/St. Gallen dual degree candidates only:

- Professor Johnstone has agreed that the *International Governance* St. Gallen course is equivalent to L220: International Organizations. This means that students will still need to take an ILO course at Fletcher, but they may take any ILO course of their choosing (does not have to be from the breadth requirements list).
- If a student has taken a course at St. Gallen that is deemed equivalent to any one of the Fletcher courses approved to meet the Quantitative Reasoning breadth requirement, the student may offer the St. Gallen course in place of the Fletcher course to meet the requirement. Equivalence must be granted by the Fletcher course instructor.
 - Professor Gideon has endorsed the St. Gallen course *Social Science Methodology: Game Theory* as sufficient to satisfy Fletcher's Quantitative Reasoning breadth requirement.
 - Professor Nakosteen has endorsed the St. Gallen course *7,305: Statistics* as equivalent to, and more rigorous mathematically, than B205: Data Analysis and Statistical Methods, and is sufficient to fulfill Fletcher's Quantitative breadth requirement.
- Student must complete the Economics breadth requirement as outline. Thus, they must either take E201: Intro to Economic Theory, E211: Microeconomics, or pass the E201 equivalence exam and take one high-level course from the Economics breadth requirement listing.

Tufts Employee Cross-registration

Students who are admitted to the MALD degree program and have taken Fletcher courses via cross-registration prior to enrollment as a Tufts employee may include a maximum of four courses towards their MALD degree. The student may opt to reduce the residency requirement by one semester or reduce the total number of courses required in individual semesters. It is expected that students will request the course load reduction 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.

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](#)). 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>.

Access and Disability Services

The Student Accessibility Services Office (SAS) at The Fletcher School provides support to students who have documented disabilities. SAS is responsible for accommodations in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and applicable state law. The services provided to registered students with disabilities may include, but are not limited to:

- Providing advocacy support for students with documented disabilities
- Coordinating services for students with disabilities, which includes verifying eligibility for academic accommodations based on documentation
- Providing assistance to members of the campus community in responding to disability related issues and concerns
- Working with the larger campus community to overcome architectural, attitudinal, and administrative barriers
- Educating and training students on assistive technology resources
- Coordinating peer note-taking services
- Providing exam accommodations
- Housing accommodations in on-campus dorm halls
- Assisting students with academic strategies
- Assisting with the diagnostic evaluation referral process

The Student Accessibility Services Office provides services to students who qualify as having a disability under the Americans with Disabilities Act (ADA). The ADA defines disability as: “A physical or mental impairment that substantially limits a major life activity; a record of such an impairment; or being regarded as having such an impairment.”

SAS also encourages students who do not have a documented disability, but believe they may have a disability, to request an appointment with an SAS staff member to discuss resources and support that may be available.

In order to request accommodations, students must register with the Student Accessibility Services, which requires students to submit medical documentation from a medical provider, and to meet with an SAS representative to determine appropriate accommodations in a collaborative process. Documentation guidelines, along with instructions on how to register, can be found online at <https://students.tufts.edu/student-accessibility-services/new-registering-students>. Please note that registration with SAS **is not** indicated in a student's academic profile nor transcript.

For more information on the registration process, or for any questions regarding the SAS office, please contact the Fletcher School Disability Specialist, Catie Flynn, by email at catherine.flynn@tufts.edu, or by phone at 617-627-3552.

PhD Information

Information for students applying to or enrolled in the PhD program is available on the doctoral program website, <https://sites.tufts.edu/fletcherdoctoral/> (Tufts login required).

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.

Leave of Absence, Medical Emergencies, and Hospitalizations

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 Director of Student Affairs. 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 not considered enrolled and are neither eligible for loans nor loan deferral. Additionally, students may not attend co-curricular student activities, reside in university residence halls, or use university facilities or resources including the fitness center.

Personal or Academic Leave

Students seeking a personal or academic leave of absence must complete the appropriate form available in the Office of Student Affairs. 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 Student Affairs 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 Director of Student Affairs 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 Director of Student Affairs or Executive Associate Dean 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 a Medical Leave of Absence

A student on a medical leave of absence should notify the Director of Student Affairs 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 Director of Student Affairs and/or Executive Associate Dean.
- 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 Director of Student Affairs 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 Considerations 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 Director of Student Affairs. The Director of Student Affairs 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 Director of Student Affairs as to whether the condition

necessitating the hospitalization has been resolved sufficiently that it seems prudent for the student to return. The Director of Student Affairs 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.

Student Safety Policies

Weapons and Violence-free University Policy Statements

Weapons

No individual other than a Tufts University police officer or other authorized law enforcement officer may possess, carry, store, use, or have in their custody or control, a firearm or other weapon anywhere on the campus grounds or in any campus building. This policy includes, but is not limited to, firearms of any nature including: shotguns, rifles, pistols and revolvers, paint ball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (fixed-blade)-style knives of any length, throwing knives, or folding (pocket-style) knives with a blade length of four inches or greater; swords; axes; mace, pepper gas/spray, and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily injury or damage to property. Temporary exemption to this policy may be granted only by the [Tufts University Police Department](#), (617-627-3030) for educational or demonstration purposes. Weapons will be confiscated by the University Police and violators may be subject to criminal prosecution and/or referral for college disciplinary action, possibly including suspension or expulsion.

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.

Alcohol and Other Drugs Policy

Tufts students are responsible for conducting themselves safely, responsibly, and legally regarding the use, possession, sale, or distribution of alcohol and other drugs. Tufts requires students to follow state and federal laws related to alcohol and drug use; failure to follow the law is a violation of this policy. This policy is designed to promote student safety and create useful social guidance for a campus environment where most students are under the legal age for alcohol and adult marijuana use, and where the use of marijuana remains prohibited under federal law.

Alcohol Policy

Students under the age of 21 are prohibited from possessing or consuming alcohol. Students are prohibited from using false identification or making false statements in order to obtain alcohol. All students are prohibited from engaging in dangerous, illegal, and inappropriate behaviors that result from the use of alcohol, including but not limited to driving while under the influence of alcohol; public intoxication; vandalism; behaviors that require an intervention by University officials

or cause a disturbance; and behaviors that pose a risk to safety of self or others or endanger property.

No student or student organization may provide alcohol to individuals under the legal drinking age. No student, regardless of age, may possess or carry open containers of alcohol in public or in open campus areas. Open areas of campus are any areas accessible to more than ten people or that a reasonable objective person would judge to be open spaces; open areas include residential hall lounges and hallways, outdoor space, classrooms, and other non-residential campus buildings. Residence hall assigned suites or living rooms are private spaces for the students who live there and their invited guests, thus they are not considered open campus areas.

Drinking games or other activities involving rapid and/or excessive consumption of alcohol on campus or in University-approved housing are prohibited. Bulk alcohol dispensing sources (e.g., kegs, punch bowls, coolers, or garbage cans) are prohibited except at registered social events following the Social Event Policies; no student may consume alcohol from such a bulk source.

Adult-Use and Medical Marijuana

Adult-Use Marijuana

Although the Commonwealth of Massachusetts has legalized adult use of marijuana by people at or over the age of 21 with certain restrictions, Tufts University must comply with federal law in order to remain eligible for federal funding, including student financial aid. Therefore, marijuana remains illegal on the Tufts campus, in accordance with federal laws including the Drug-Free Schools and Communities Act.

Tufts prohibits the use, sale, growing, manufacturing, distribution, possession, or facilitation of the use of marijuana, products containing tetrahydrocannabinol (THC, the primary active ingredient of marijuana), and products that contain other substances designed to create a similar effect as marijuana or THC upon the user. This prohibition applies on campus, in fraternities or sororities, and as part of any Tufts-sponsored activities off campus.

Tufts prohibits the selling and distribution of marijuana, regardless of location or age. Tufts prohibits driving while under the influence of marijuana, regardless of location or age.

Medical Marijuana

Because the federal Drug-Free Schools and Communities Act applies to the use of medical marijuana, Tufts prohibits the use, possession, or distribution of marijuana, including for medicinal purposes, on campus, in all fraternities and sororities, and as part of any Tufts-sponsored activities. This prohibition applies even if the Massachusetts Department of Public Health (DPH) has issued a Medical Marijuana Registry identification card to an individual, authorizing that individual to possess and use marijuana for medicinal purposes.

Drugs and Prohibited Substances

Students and student organizations, regardless of age or location, are prohibited from possessing, using, selling, growing, manufacturing, and facilitating the use of illegal drugs, controlled substances, and other illegal substances, as well as substances that are used to impair, even though they may not be illegal.

Tufts prohibits the unlawful distribution, possession, social sharing, non-prescribed use, or abuse of prescription drugs. Altering, tampering, or forging a prescription is prohibited.

Tufts prohibits driving while under the influence of prohibited substances, regardless of location or age.

Tufts also prohibits the possession of drug paraphernalia.

Amnesty Through Responsible Action

As members of the Tufts community, students are expected to treat one another with respect and care. In a situation where students seek medical attention for an alcohol or drug-related medical emergency, Tufts will treat the intoxicated students' use of alcohol or prohibited substances as a health and safety matter, not as a disciplinary incident. This policy, which is intended to reduce barriers to getting help, extends not only to the student receiving medical attention, but also to the student(s) who call for help. Students are expected to actively seek help, stay with the intoxicated student until help arrives, cooperate with the emergency personnel and/or responding staff, and cooperate with any follow-up from the Office of Student Affairs.

Students who report that they witnessed or are the victim of a crime or a significant violation of Tufts policy (e.g., sexual misconduct, hazing), even though they may have been under the influence of alcohol or prohibited substances at the time of the incident, will also be covered under Amnesty Through Responsible Action. Students who are alleged to have violated other Tufts policies are not entitled to amnesty for their non-alcohol or drug-related misconduct.

When a student has violated the alcohol and other drugs policy but is excused from disciplinary action by the Amnesty Through Responsible Action provision, the student will be required to complete follow-up substance abuse screening, assessment, or treatment as appropriate and educational requirements. However, no disciplinary findings or records will be created and no disciplinary action will be taken. When a student organization has violated the alcohol and other drugs policy but is excused from disciplinary action by the Amnesty Through Responsible Action provision, the organization may be required attend a substance abuse screening or assessment or educational program for its members, and/or change its processes for hosting events. However, no disciplinary findings or records will be created and no disciplinary action will be taken.

There are limitations to this policy and requests for amnesty are not guaranteed. Amnesty Through Responsible Action only applies to violations of policies relating to the use of alcohol and prohibited substances, and therefore does not preclude Tufts from taking disciplinary actions to address other serious or flagrant violations of Tufts policy including, but not limited to, violence, sexual assault, harassment, serious property damage, hazing, or the manufacture, sale, or distribution of prohibited substances. It also cannot preclude or prevent action by police or other legal authorities.

Required Action in Alcohol- or Other Drug-Related Medical Emergencies

Members of the Tufts community are responsible for summoning emergency medical services (by contacting 911, the Tufts University Police, or the appropriate official) to obtain assistance and evaluation for any person who is in their room or immediate presence and is, or is suspected to be, under the influence of alcohol or other prohibited substances, when that person's well-being and safety is known to be or reasonably should be known to be in jeopardy. When an individual knows or reasonably should know that another person is in jeopardy, failing to summon emergency medical

services when it was reasonably safe to do so or actively preventing the aid of emergency medical services shall be considered a serious violation of this policy.

Smoking

Students are prohibited from smoking any substance in all University indoor spaces, all University facilities, University residences, fraternities, or sororities, and all other areas designated as smoke-free. Smoking includes but is not limited to use of cigarettes, cigars, pipes, e-cigarettes, and personal vaporizers or other devices associated with vaping.

In addition, smoking is prohibited within 25 feet of any building.

Disorderly Conduct

Tufts prohibits disorderly conduct. Disorderly conduct is defined as any unreasonable or reckless conduct by an individual or group that is inherently or potentially unsafe to other persons or property and/or conduct that interferes with the University's normal business operations.

Physical Abuse and Reckless Endangerment

Physical abuse of others and physical abuse of oneself that negatively affects others are prohibited. Reckless endangerment of oneself or others is prohibited. Physical abuse is violence of any nature against any person; fighting; assault; battery; the use or brandishing of a knife, gun, or other weapon with the intent, effect, or reasonable possibility of injuring any person; restraining or transporting someone against their will; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. Reckless endangerment is conduct that could reasonably and foreseeably result in physical injury even if no injury actually occurs.

University-affiliated 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 [the website](#), 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 Level 3 and 4 Travel Advisory](#) 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](#).

Threats

Threats, intimidation, coercion, and other verbal or physical conduct that can be reasonably construed as an expression of an intent to endanger the mental or physical health or safety of any person is prohibited, when such conduct is persistent, severe, or pervasive and is subjectively threatening to the complainant and objectively threatening to a reasonable person. Threats, intimidation, coercion, and other threatening conduct can occur in person, by phone, through third parties, online, or in other venues.

To report threats or learn more, please visit the Tufts University Threat Assessment and Management (TTAM) Program [website](#).

Theft

Theft and possession of stolen property are prohibited. Theft is the unauthorized taking of property. Possessing stolen property occurs when a student or students know or reasonably should have known that property in their possession was obtained through theft.

Unauthorized Access

Tufts students are expected to exercise respect for the property of others, including the University. Tufts prohibits students from unauthorized entry into or use of any buildings, roofs, property, or housing, including University property and private property belonging to others.

Unauthorized access is being present in any area that is posted to prohibit unauthorized access, that is locked to prohibit unauthorized access, or that a reasonable individual knows or should know is

considered a private and/or unauthorized area. Unauthorized entry includes breaking and entering or entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area). Tufts prohibits unauthorized possession or duplication of means of access to any University building, including keys or ID cards.

All University roofs are prohibited areas unless a person has obtained specific written authorization from the Facilities Services Department and follows the specifications of the Fall Prevention Program.

Fire Safety, Life Safety Equipment, and Residence Hall Security Devices

Tufts prohibits failing to evacuate during a fire alarm or drill; starting an uncontrolled fire; or purposely issuing an alarm in the absence of fire or safety concerns.

The use of fire or flames on properties subject to Tufts University control is allowed for indoor cooking, outdoor cooking permitted via a Tufts University Barbeque Permit, laboratory usage of open flame devices, ceremonial candles allowed (per Code) in religion-affiliated venues, and university authorized outdoor ceremonies utilizing candles. Any usage of fire or flames not listed herein, on properties controlled by Tufts University must comply with applicable public Codes and laws and Tufts University Fire Safety policies and with documental approval by the Tufts University Department of Public and Environmental Safety.

Tufts also prohibits tampering with or misusing life safety equipment and building security features including fire extinguishers, fire alarms, fire protection sprinklers, or smoke detectors, Automatic External Defibrillators (AEDs), video monitoring equipment, blue light phones, window security screens, intrusion detection alarms, and duress alarms.

Working with Others Policies

Nondiscrimination 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://oeo.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 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 finding of 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 Tuft 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://oio.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://oio.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://oio.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](http://oio.tufts.edu/care/) 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 or other staff member in the Tufts University 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://oeo.tufts.edu/reporting-resources/> and in the full text of the Sexual Misconduct Policy <http://oeo.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://oeo.tufts.edu/sexual-misconduct-student/> or at <http://oeo.tufts.edu/reporting-resources/>.

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://oeo.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://oio.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://oio.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-oio.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://oio.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-oio.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*)

Director, Center for Awareness, Resources, and Education (CARE) (*confidential*)
Alexandra Donovan, 617-627-5140 alexandra.donovan@tufts.edu

Sexual Misconduct Reporting Liaison (Title IX) – Fletcher:
Laurie Hurley, Associate Dean of Admissions and Financial Aid, (617) 627-2410,
laurie.hurley@tufts.edu

Katie Mulroy, Director of Student Affairs, (617) 627-5997, katie.mulroy@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://o eo.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 Bogran-Acosta, JD <i>OEO Investigator (Title IX and VII)</i> 617-627-0968 Alida.Bogran-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	Daniel Volchok <i>Associate Dean</i> The Sackler School of Graduate Biomedical Sciences 617-636-6767
Jennifer Magrone, MSW	

<p><i>Title VII Investigator</i> 617-627-4297 Jennifer.Magrone@tufts.edu</p> <p>Medford/Somerville Campus – Intake Officers</p> <p>Laurie Hurley <i>Associate Dean of Admissions and Financial Aid</i> Fletcher School 617-627-2410 Laurie.Hurley@tufts.edu</p> <p>Katie Mulroy <i>Director of Student Affairs</i> Fletcher School 617-627-5997 Katie.Mulroy@tufts.edu</p>	<p>Katherine Vosker <i>Director of Student Affairs</i> Tufts School of Dental Medicine 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://oio.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/>.

Hate Crimes and Bias-Motivated Violations

Any violation of university policy that was motivated in whole or in part by the offender's bias against the victim's perceived or actual race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender, gender identity and expression including a transgender identity, genetics, veteran status, and any other characteristic protected under applicable federal or state law, is considered a bias-motivated violation. A bias-motivated violation is not a separate policy violation but is the violation of another policy that was motivated by the offender's bias. In cases where there is a bias-motivated violation, the conduct officer or hearing panel will take the bias motivation into consideration when sanctioning.

Harassment

Under Massachusetts law, stalking and cyber-stalking are prohibited felonious acts. Stalking includes a willful, malicious, and knowing pattern of conduct or acts over a period of time directed at a specific person that seriously alarms or annoys the person and that causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, Internet communications, and facsimile. Conduct that does not include a threat of death or bodily injury is also illegal and considered criminal harassment. Tufts University Police or the Office of Student Affairs can explain the options for pursuing court proceedings or internal disciplinary action.

Hazing

Tufts prohibits hazing. Hazing is any activity that humiliates, degrades, or endangers the mental or physical health of someone because that person is joining or continuing membership in a group, team, or organization. Hazing is prohibited regardless of the person's willingness to participate in the activity.

Hazing includes all behaviors that violate Massachusetts General Laws Chapter 269, Sections 17-19 (reproduced in their entirety below).

Endangering mental health is defined as sleep deprivation, extended isolation, public degradation, intimidation, creation of artificial and excessive stress, public nudity, and other comparable behaviors that are reasonably likely to or do cause a significant degree of distress, humiliation, anguish, or interference with academic, professional, or personal pursuits.

Apathy or acquiescence in the presence of hazing are not neutral acts and constitute hazing as prohibited by this policy. Students and other members of the University community are required to report incidents of hazing that they witness or for which they were present. Incidents of hazing shall be reported to Tufts University Police and the Office of Student Affairs. Failure to report incidents of hazing is a violation of this policy and, in some cases, is a violation of Massachusetts law (M.G.L. c. 269 Section 18).

Any retaliation or threats to retaliate against any person who reports, is a witness to, is involved with, or cooperates with the investigation of hazing is strictly prohibited.

All groups, teams, and organizations are required to provide annual notice to all members about the University's hazing policy and state hazing law, and to certify that they have done so to the Office of Student Affairs.

Research on hazing suggests the behavior exists on a spectrum ranging from intimidation to harassment to violent hazing. Prohibited forms of hazing include but are not limited to:

(1) *Intimidation Hazing*: Behaviors that emphasize a power imbalance between new members and other members of the group or community. This is termed "intimidation hazing" because these types of hazing are often taken for granted or accepted as "harmless" or meaningless. Intimidation hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics.

Members often feel the need to endure intimidation hazing to feel like part of the group or community.

Examples of intimidation hazing include but are not limited to:

- Deception
- Silence periods
- Deprivation of privileges
- Social isolation
- Name calling
- Assignment of duties not assigned to other members.

(2) *Harassment Hazing*: Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing often confuses, frustrates, and causes undue stress.

Examples of harassment hazing include but are not limited to:

- Verbal abuse
- Threats or implied threats
- Sexual simulations
- Requiring situationally inappropriate attire
- Sleep deprivation.

(3) *Violent Hazing*: Behaviors that do or could cause physical or psychological harm.

Examples of violent hazing include but are not limited to:

- Placing students in the shower against their will
- Forced or coerced alcohol or other drug consumption
- Forced or coerced sexual acts
- Beating
- Paddling, or other forms of assault
- Forced or coerced ingestion of vile substances
- Bondage
- Kidnapping
- Expected participation in illegal activity.

The sanction of disciplinary suspension or disciplinary expulsion will be strongly considered for students and student organization found responsible for *harassment and violent* hazing and for situations where respondents use deception or collude with others to obstruct a hazing investigation.

Retaliation

Retaliation by individual students, groups of students, or student organizations is prohibited. Retaliation is a serious adverse action taken against an individual for reporting behavior that may be prohibited by law or policy or participating in an investigation or resolution process related to an allegation of misconduct. Retaliation is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive and that adversely affects the victim's educational, work, or living environment.

Working with One Another Policy

Tufts University reaffirms its commitment to the principle of equal opportunity and equal treatment in education and employment regardless of a person's race; color; religion; sex; sexual orientation; gender; gender identity and expression, including a transgender identity; age; genetics; disability; veteran status; ethnicity or national origin. In accepting either a faculty or staff position at Tufts, an individual agrees to share this commitment in the performance of his or her assigned responsibilities and in interaction with faculty and staff colleagues, students and community members. Similarly, students, by way of admittance into the Tufts community, also agree to share this commitment in their educational programs with other students, faculty, staff members and community members.

Tufts University strives to provide all staff and faculty with a work environment that is free of harassment or other unreasonable interference with the performance of their University duties. Tufts also strives to provide students and community members with an educational environment that is free of harassment or other unreasonable interference with the performance of their chosen academic responsibilities. We aspire to be a community in which mutual respect guides our day-to-day interactions. While the University respects an individual's right to self-expression, it expects that the rights and concerns of others who work and study at Tufts are respected as well. At Tufts, there is no place in the work or educational environment for conduct that demeans or belittles another person. For these reasons, harassment of any kind, including retaliation, is unacceptable.

Student Grievance Procedure

A student with a grievance (outside of violations of the sexual misconduct policy or the non-discrimination policy) 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.

Community Living Policies

Disruption of Community Well-Being

Tufts expects that members of its community will not engage in behavior that compromises or has serious negative effects on their physical and mental health, safety, academic progress, or professional responsibilities, or that of others. In situations where student's physical illness or emotional difficulties effect not only the student but others in the community, the University will consider the well-being of the community as well as the well-being of the student when making decisions.

Disruption or Obstruction of a Community Activity

Disrupting or obstructing normal University or University-sponsored or University-hosted activities, including, but not limited to: studying, teaching, research, University administration and operations; or disrupting fire, police, or emergency services is prohibited. Disruption or obstruction can include disrupting a lawful meeting; blocking access or egress to facilities; obstructing pedestrian or vehicle traffic; creating a hazardous situation; or engaging in behavior that a reasonable person would view as substantially or repeatedly interfering with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.

Gatherings, Protests, and Demonstrations

Active citizenship, including exercising free speech and engaging in protests, gatherings, and demonstrations, is a vital part of the Tufts community. See Freedom of Expression policy in Appendix. Students engaging in protests, gatherings, or demonstrations are expected to conduct themselves responsibly and in accordance with Tufts standards of behavior. These standards include compliance with all University policies, adherence to all safety requirements (e.g., safe occupancy limit of a building, room, or facility), and following relevant laws.

University policies which may be of particular relevance to students considering participating in protests, gatherings, or demonstrations include:

- Disruption or obstruction of community activity
- Unauthorized access
- Disorderly conduct
- Property damage and vandalism
- Room reservation

Students are encouraged to contact the Office of Student Affairs with questions about how these policies apply to a particular activity they are planning.

All events on campus—including protests, gatherings, and demonstrations-- are subject to reasonable time, place, and manner restrictions. For example, events that use amplified sound or cause loud noise are prohibited within hearing distance of residential facilities between midnight and 8 a.m. throughout the year and for longer times during reading period and final examination week each term.

Certain large campus events have additional restrictions to ensure safety for participants and others in the community. For any campus event with over 25 attendees, the following additional restrictions apply:

1. Open flames (e.g., torches, fire pits, etc.) are prohibited from all indoor and outdoor spaces, unless the student or student organization has approval from the Department of Public and Environmental Safety.
2. Wearing masks, bandanas, or other material to cover a person's face in order to conceal their identity are prohibited, unless the student or student organization has approval from the Department of Public and Environmental Safety or the item is allowed under the Office of Equal Opportunity's Religious Accommodation Policy.
3. Possession of sticks, clubs, bats, and other objects that may be used as a weapon are prohibited, unless the student or student organization has approval from the Department of Public and Environmental Safety.

Students who require a religious exemption to the any of these three restrictions should refer to the Religious Accommodation Policy, available online at <https://oeo.tufts.edu/policies-procedures>.

Tufts University Declaration on 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/>.

Noise Ordinances and Complaints

Noise regulations are clearly defined in local municipal ordinances, copies of which 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.

Off-Campus Disturbances

Students are expected to be good neighbors when living off campus in our local communities. Behavior that causes a neighborhood disturbance or violates local ordinances is prohibited. This includes but is not limited to creating excessive sound and vibration, hosting a number of people in excess of the capacity of your building, improper care for pets that causes a disturbance, or failing to maintain your residence in a habitable condition. Such disturbances are prohibited by University policy and local laws.

Property Damage and Vandalism

Unauthorized conduct that is reasonably likely to or actually does cause damage, destruction, or vandalism of Tufts property or the property of another individual is prohibited.

Unauthorized Recording

Making or attempting to make audio, video, or photographic recordings of a person who has a reasonable expectation of privacy without (1) that person's consent, or (2) authorization under the Tufts video security policy is prohibited. Disseminating such recordings is also prohibited. People have an expectation of privacy in private areas such as locker rooms, residence hall rooms, and restrooms; and a person has an expectation of privacy if they ask not to be recorded even if they are in a public area. Tufts prohibits unauthorized recording of administrative or faculty meetings; to record a meeting, a student must obtain consent of all recorded parties. Malicious or negligent disclosure of private personal information also is prohibited.

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.

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.

Failure to Comply with a University Official

Students are required to comply with the directives of University officials and emergency responders during the performance of their duties.

Gaming and Gambling

Tufts prohibits illegal gambling. Students are expected to follow Massachusetts laws, which prohibit some forms of gambling. Information about [Massachusetts gambling laws](http://www.gambling-law-us.com/State-Laws/Massachusetts) can be found at <http://www.gambling-law-us.com/State-Laws/Massachusetts>.

Public Nudity

Students are generally prohibited from engaging in acts of public nudity and public urination. Public nudity is nakedness or exposure of one's intimate parts, such as genitalia, groin, breast and/or buttocks in an open area of campus or public area or exposure that is visible from an open area of campus or public area. Public nudity includes acts such as streaking and public urination. Open areas of campus are any areas accessible to more than ten people or that a reasonable objective person would judge to be open spaces, such as residential hall lounges and hallways, outdoor space, classrooms, and other non-residential campus buildings.

There are some circumstances in which exposure of one's intimate parts may be permissible and appropriate, such as nude modeling for a fine arts class or nursing mothers who are breastfeeding. Such activities do not constitute public nudity under this policy. For more information on the University's resources for nursing mothers, please see <https://oeo.tufts.edu/wp-content/uploads/Policy-fo-Nursing-Mothers-1.24.17.pdf>

Conversely, there are some circumstances in which exposing one's intimate parts may constitute more than mere public nudity and will, instead, become a violation of the Sexual Misconduct Policy. When the exposure is sexual in nature (i.e., flashing, masturbating) and/or is targeted at a specific individual or group of individuals without their consent, then the act of public nudity will be considered Indecent Exposure, which is a violation of the Sexual Misconduct Policy. Indecent Exposure may, but does not necessarily have to, include a sexual act.

Library and IT Policies

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.

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.

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.

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.

Student Organizations and Events Policies

Fletcher Trek Policy

Fletcher Treks are student-organized educational or cultural tours of a country or region. Treks can be rewarding experiences but a successful trip requires advanced planning and attention to detail. Please review the following policies and procedures before planning your trek.

The Fletcher Office of Student Affairs welcomes applications for treks to all parts of the world. All trek leaders must complete a short application to receive approval to plan a trek. Additionally, all treks must follow all Tufts University procedures outlined below. Please note that approval to plan a trek using school resources (email listservs, meeting space, etc.) does not indicate that The Fletcher

School endorses, approves of, or in any other way sanctions the political, economic, social, or other policies of the country to be visited or the trek's funding sources.

Trek Approval Requirements & Timeline

- Trek Planning Application to the Fletcher Office of Student Affairs (required)
 - At least 10 weeks prior to travel (or 16 weeks prior to travel if utilizing crowdfunding as a fundraising option)
- International Travel Review Committee (ITRC) approval (required for all travel to all high-risk travel destinations)
 - At least 8 weeks prior to travel (or 15 weeks prior to travel if using crowdfunding)
 - If you don't know if your destination is considered to be "high risk" by the U.S. Department of State, please visit the Global Operations [website](#).
- Register travel with the Tufts Travel Registry (required)
 - At least 8 weeks prior to travel
- Establish Funding Sources (required)
- Crowdfunding Application (optional)
 - Recommended approximately 15 weeks prior to travel
- Consult with Healthcare Professional (recommended)
 - At least 6 weeks prior to travel
- Announcement Transparency (required)
- Application Transparency (required)

Trek Application

- Submit your application to Fletcher Office of Student Affairs no later than 10 weeks prior to travel. Applications submitted within 10 weeks of the proposed dates of travel will not be considered.
 - Note: if you are applying for Crowdfunding, please plan to submit your application at least 4 months (or 16 weeks) prior to travel.
 - The Office of Student Affairs will generally review your application within 5 business days.
- After receiving the approval to plan a trek from the Office of Student Affairs, organizers may take advantage of the following resources:
 - Use of the Fletcher listservs (to advertise the trek)
 - Fletcher/Tufts meeting space
 - Fletcher name and affiliation (e.g. when soliciting sponsors, organizing meetings, etc., students can convey that this is a Fletcher-affiliated trek)
- Approval to plan a trek using school resources (email listservs, meeting space, etc.) does not indicate that The Fletcher School endorses or approves of the political, economic, social, or other policies of the country to be visited or the trek's funding sources.
- Note: Students cannot send out any emails on Fletcher listservs (including the Social List) until the trek has been approved by the Office of Student Affairs.
- If there is a change in trek leadership, please notify the Office of Student Affairs as soon as possible. New trek leaders will be asked to submit an abbreviated application.

High-Risk Travel Destinations

- Any student traveling to a country that falls under Tufts' high-risk travel policy needs to be approved by Tufts University in addition to the Office of Student Affairs. Students should submit an application for Travel Review which will be reviewed by the Tufts International Travel Review Committee (ITRC). To find out if the country you will be traveling to is considered high risk per the latest U.S. Department of State travel advisories, please visit the [Tufts Travel Review](#) page.
 - Students should submit applications for Travel Review as soon as they have received approval from the Office of Student Affairs and no later than 2 months (or 8 weeks) prior to travel (or 15 weeks if applying for Crowdfunding).
- Visit the [Tufts Global Operations webpage](#) for important information to review before finalizing any travel plans or sending any announcements to the student body.
- Global Operations Support will entitle access to:
 - International SOS support as Tufts' travel assistance provider
 - Includes medical, security, and emergency support
 - Data protection through the Laptop Loaner program
 - Administered by TTS for any students would not like to travel with personal laptops
 - Group orientation and travel safety trainings managed by Global Operations

Tufts Travel Registry

- All student travelers must register with Tufts Global Operations.
- Global Operations will enter treks into the Tufts Travel Registry as groups.
- Global Operations will then send an email to all trek participants alerting them that they are required to finish their travel to registration. To do this, they should log into the Travel Registry and update their personal contact and passport information.
- Trek leaders are responsible for ensuring that all participants have registered.
- Students should register their travel with Global Operations as soon as they have received approval from the Office of Student Affairs and no later than 8 weeks prior to travel (or 15 weeks if applying for Crowdfunding).

Establish Funding Sources

- Determine whether a Fletcher [Center or Program](#) will manage your funds or you will be managing your funds independently.
 - If a Fletcher Center or Program is managing your funds:
 - The Center or Program must agree in advance to provide all necessary logistical support (including but not limited to managing the group's finances, processing reimbursements, and coordinating with the Fletcher Office of Finance and Administration, Office of Development and Alumni Relations (ODAR), and Tufts Budget Center as necessary.)
 - You will work with the Center or Program administrator (and potentially ODAR) to deposit funds into a school Dept ID (a funding account).
 - If the trek does not already have a designated Dept ID, the departmental administrator must request one with [Susan Lagasse](#), Senior Budget Analyst.
 - Soliciting Funding:

- You may apply for funding from other centers, programs, or departments within Tufts. Note: Any department with an account in the central Fletcher budget (e.g. Office of Career Services, Student Affairs, etc.) cannot provide funding for treks.
- If you plan to secure financial support from external organizations, alumni, or other individuals, you must first secure approval from the Office of Development and Alumni Relations (ODAR).
- You may apply to use the Crowdfunding platform.
- If you are managing your funds independently of a Fletcher Center or Program:
 - Funds cannot be deposited into any school account, nor can Tufts crowdfunding be used.
 - Even if managing funds independently, if you plan to secure financial support from external organizations, alumni, or other individuals, you must first secure approval from the Office of Development and Alumni Relations (ODAR).
 - Trek organizers will be responsible for managing all travel booking and associated costs, logistical support, and any reimbursements.

Crowdfunding Application

- Crowdfunding at Tufts is a platform to help student initiatives raise money from individuals. [Tufts University Advancement](#) approves crowdfunding applications and manages the online platform.
- *Before* applying for [crowdfunding](#) you must:
 - Complete other steps on the Fletcher Trek timeline including securing Fletcher Office of Student Affairs approval, consulting with Global Operations, and registering the group’s travel on the Tufts Travel Registry.
 - If you are planning travel to a destination deemed to be high risk by the U.S. Department of State and an ITRC review is required, University approval must be obtained before submitting a crowdfunding application.
 - Review the [crowdfunding guidelines](#) for eligibility requirements.
 - Student stat are only eligible for crowdfunding if a Fletcher Center or Program has agreed to manage the trek’s funding. (Please see “Establish Funding Sources.”)
 - Please note that crowdfunding approval is not guaranteed.
- The application review process may take up to 10 business days. If approved, trek team leaders will be responsible for the trek’s crowdfunding page content development. This will determine the length of time from approval to project launch.
- Please note: Crowdfunding projects launch on the 1st of February, April, September and November. Exceptions may be made for an out-of-cycle crowdfunding project launch by request.
- Approved projects will have up to 30 days to raise funds. Funds raised via crowdfunding will be transferred to the trek’s Dept ID on a bi-weekly basis.

Consult with a Healthcare Professional

- Visit [Centers for Disease Control \(CDC\)](#) to check which vaccines are recommended for your travel destination.

- Make an appointment with [Tufts Health Services](#) or a travel doctor for a consult about your travel plans and to receive any recommended vaccinations.
- Additional information on vaccines and travelers' health can be found [here](#).

Announcement Transparency

- Trek organizers must be transparent about *funding sources* and *selection criteria* when communicating with the student body.
- All trek announcements should include information related to funding sources and selection criteria in any communications on the Official and Social email listservs:
 - Funding Sources:
 - All sources of funding (or the intended funding sources if the trek is still seeking funding).
 - Students are encouraged to note if any of the funding sources have a relationship with any national government and the nature of that relationship.
 - Selection criteria:
 - The criteria the funders and/or trek organizers will apply in selecting participants for the trip.

Application Transparency

- All treks must disclose how they will select participants.
- Participant applications must include the following questions (or slight variations):
 - What do you expect to gain from attending the trek? / How does this relate to your career or personal goals?
 - Are you willing to abide by all School and University policies related to treks?
 - What prior experience or knowledge do you have with the region and language? (optional)
 - Have you participated on a Fletcher trek before? (optional)
- Organizers should consider using a blind admittance policy when reviewing trek participant applications.
- Trek leaders should provide applicants with an estimated total cost for the trek.

Points of Contact

Student Affairs: Katie Mulroy, Director

Global Operations: Claudia Jackson, Director; Chelsea Ferrell, Program Manager

ODAR: Holly Cariddi, Director of Annual Giving

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, 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.

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: <https://sites.tufts.edu/fletcherconnect/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 only some or all members of a student organization) are excluded from funding. However, affinity groups MAY hold closed events if their purpose is to serve members of their community. (Please see Student Affairs with any questions.)
- 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 items may not 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.

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 at Mary.Dulatre@tufts.edu or by phone 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.

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.

Within two weeks prior to an event, organizers may post a poster board on an easel stand in the Hall of Flags.

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.
- No notices may be posted in Ginn Library.
- No notices may be posted on doors within the building.
- 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 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.

Violations of Other University Policies

Students are required to follow all published University policies, including but not limited to:

- Residential Life policies and License Agreement;
- Event policies;
- Department of Public and Environmental Safety policies.

Appendices

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.

University Guidelines Concerning 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.

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.

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/>

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.

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 Academic Council or the Committee on Tenure and Promotion, which deals with sensitive personnel information; the Deans periodically brief the Student Council on the work of these committees.

Students serve on the following committees:

Committee on Admissions and Scholarships

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

Selection Process: Students apply in early October to the Office of Admissions and Financial Aid; those selected will be compensated on a per-file basis. Approximately 10 students are selected annually to serve as full-voting members of the Committee.

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.

Committee on Academic Integrity

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

Selection Process: Two students are elected each year

Time Commitment: Meets as necessary throughout the year

Committee on Career Services

Focus: Supports and advises the Office of Career Services

Selection Process: Six students are elected each year; two each by sector: public, private, and non-profit.

Time Commitment: Meets at least twice per semester

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.

Selection Process: Two students are elected each year.

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.

Selection Process: Two students are elected each year.

Time Commitment: Meets 3-4 times per semester.

Committee on Student Academic Programs

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

Selection Process: Two students are elected each year.

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.