Policies and Procedures for Students in Academic Programs

at the

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

2014-2015 Academic Year
Purpose of the Handbook

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

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

Policies and procedures governing degree programs are changed periodically. The policies that apply at the time of the student's first registration in a degree program will be the policies that the student must follow. When a student who has received a master's degree from the Friedman School is admitted to the doctoral program, or when a student who has withdrawn from a program is readmitted, s/he will follow the policies and procedures that are in effect at the time of first registration following the new admission. Students who take a leave of absence of 365 days or less will continue to follow the policies that were in effect when they entered the program. Students who take a leave of absence of more than 365 days will follow the policies that are in effect at the time of their first registration after the leave of absence.
Acknowledgment of Receipt of Policy Handbook

I acknowledge that I have received the Tufts University Friedman School of Nutrition Science and Policy's Handbook, "Policies and Procedures for Students in Academic Programs" as revised, August 2014. I acknowledge that I am responsible for knowing, understanding, and following the policies and procedures governing the degree programs of the School.

Signature of the Student: ________________________________

Student's Printed Name: ________________________________

PLEASE SUBMIT THIS FORM TO:

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

BEFORE THE END OF ORIENTATION.
Friedman School of Nutrition Science and Policy
Standards of Academic and Professional Conduct

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

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

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

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

The Friedman School code further imposes an obligation on each student to report any instances of academic misconduct or breach of professional conduct that are observed.

In addition, students are bound by all policies of the University relating to academic and professional conduct, and are expected to comply with all university policies, local ordinances, and state and federal laws.

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

FRIEDMAN SCHOOL STUDENT HONOR CODE

1. By signing and returning the acknowledgement of receipt of the Policy and Procedures Handbook, you agree to uphold the Friedman Standards of Academic and Professional Conduct. As a student, if you observe ethical (i.e., academic or professional) misconduct, in the interest of supporting these standards, you will take one or more of the following actions: Confront the individual(s) to receive an explanation and to gain satisfaction that there was no breach the Friedman Standards of Academic and Professional Conduct. Consult with the Academic Dean, Department Chair, Associate Dean for Student Affairs, or a member of the Curriculum and Degrees Committee regarding your observations.

2. Submit a signed written report of the alleged infraction to the Dean for Academic Affairs or his/her designee.

If unsure whether a course of conduct will violate the Friedman Standards of Academic and Professional Conduct, the student should discuss the proposed actions with the Academic Dean, Department Chair or Associate Dean for Student Affairs.

Revised August 2014
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I. Policies and Procedures Relevant to All Students

I A. Registration

I A 1. First Registration for New Students

Friedman School orientation is scheduled for the week before the start of fall semester classes. New students register online during the week of orientation. In addition, there may be preparatory courses at this time, or during the summer, that all incoming students must complete. All new students are required to attend orientation. The exception to this rule is that the students matriculating in the Master’s of Nutrition Science and Policy (MNSP) program will have their orientation during the first residency, approximately four weeks into the semester. They will be registered for their courses in August prior to the beginning of classes in September.

It is the responsibility of incoming students to contact their Academic Advisors to schedule a planning meeting. This meeting should occur no later than two working days prior to the start of classes. There is a late registration fee if registration is not completed with the Registrar by the deadline, but students may add and drop courses without charge and without record of enrollment for two weeks after the start of classes. If the student’s Academic Advisor is unavailable during the orientation period, and if the student has been unable to meet with his/her advisor prior to orientation, the student should call the Office of Student Affairs to schedule a meeting with an alternate faculty member.

The purposes of the planning meeting are as follows.

1. To create a formal course plan with the assistance of the Academic Advisor (two years for M.S. students, four or more semesters for MNSP students, and more or less for Ph.D. students depending upon previous preparation and expressed interests). The student and the Academic Advisor should keep a copy of this plan for future reference. The course plan is subject to ongoing reevaluation and revision;

2. To sign the Acknowledgment of Receipt of the Policies and Procedures Handbook, if this has not been done yet;

3. To discuss course registration for the upcoming semester.

Students should refer to the academic calendar for pre-registration dates. The Acknowledgment of Receipt of the Policies and Procedures Handbook is due to the Friedman School Office of Student Affairs prior to the start of classes. Copies of the registration form should be kept by both the student and the advisor.

I A 2. Registration for Continuing Students

Online registration for the following semester’s courses occurs at announced times toward the end of each semester. The course listings can be found through a link on the Friedman School’s homepage. During each semester, students must meet or speak with their Academic Advisors to determine which courses that they wish to take in the following semester. Students are encouraged to do this as early as possible, but in any case, the meeting must occur before the end of the registration period. During the meeting with the Academic Advisor, the student and advisor will choose the courses to be taken in the next semester and will update the course plan. The student and advisor should keep copies of the plan.
I A 3. **Limitations on Total Course Credits per Semester**

Students may register for no more than 5.5 credits in a semester. Students wishing to take more than 5.5 credits in a semester must petition the Dean for Academic Affairs for exemption.

I A 4. **Cross-registration at Other Schools of Tufts and at Other Universities**

In addition to courses offered at the Friedman School, students may take any graduate-level course offered at Tufts University and Boston Consortium Schools: Boston University, Brandeis University, and Boston College. In rare cases, an additional fee may be charged by the school offering the course; the student is responsible for this cost. To register for courses outside the Friedman School, a student must submit a Cross-Registration Form. This form requires the signatures of the instructor of the course and the registrar of the school or university where the course is offered, as well as an authorizing signature from Tufts University (typically from the Friedman School Office of Student Affairs). A student may not register for a cross-registered course unless the completed Cross Registration Form is submitted. Students are encouraged to complete the cross-registration process prior to the Friedman School registration deadline. However, the Cross-Registration Form may be completed on the first day of class and filed with the Friedman Registrar during the drop/add period.

Students enrolled in any Friedman School master’s degree program may apply no more than four credits from other academic institutions towards the fulfillment of their academic requirements at the Friedman School. Courses taken at Tufts University schools (or, for students in the Nutrition Communication Program only, at Emerson College) do not count toward this limit. Students in the Nutrition Communication program may take up to four courses at Emerson through the Tufts-Emerson program in Health Communications, in addition to the biostatistics and epidemiology courses offered in that program. They may elect additional courses in that program, but there will be an additional charge. Limits on cross-registration do not apply to students enrolled in the doctoral program. Consortium schools have the right to limit cross registration to one course per semester; they also have the right to give priority to their own students in classes with limited enrollment.

**PLEASE NOTE:** The calendar and start dates of courses at other universities and at other schools within Tufts University are frequently different from the Friedman School academic calendar. It is the responsibility of the student to obtain this information and adhere to these schedules. Questions regarding cross-registration should be directed to the Office of Student Affairs.

Students in their last semester prior to graduation should make sure that they will receive their formal course grades by the Friedman School deadline. If the final grade will not be received by this date, the instructor of the course should send a written confirmation to the Office of Student Affairs prior to the deadline stating that, based on the student’s work up to that point; the student is expected to pass the course. Otherwise, graduation may be delayed. It is the student's responsibility to request this confirmation from the instructor.

Options for taking courses at institutions other than those listed above may be available upon petition by the student to the Dean for Academic Affairs of the Friedman School. This is done on a case-by-case basis, and may involve an additional cost for the student. Students cannot cross-register during the summer except for courses offered by Tufts University School of Medicine's Public Health and Professional Degree Programs.
I A 5. Registration for Doctoral Students Who Have Completed Their Coursework

Doctoral students who have completed their coursework and have not yet had a Dissertation Committee formally appointed because they are preparing for the Qualifying Exam or developing their Letter of Intent must register for NUTR 399 - Doctoral Candidacy Preparation. Continuing students pay a continuation fee each semester. The amount of this fee is posted on the Friedman School website at http://nutrition.tufts.edu.

Note that if you have not completed your tuition obligation to the Friedman School after your coursework is completed you will be charged accordingly. Registration deadlines and late registration penalties apply.

I A 6. Registration for Dissertation Only

Doctoral students who have completed coursework and are working on their dissertations must register for NUTR 403 - Ph.D. Dissertation Only each semester they are enrolled. Students working on their dissertation pay a continuation fee each semester. The amount of this fee is posted on the Friedman School website at http://nutrition.tufts.edu.

Registration deadlines and late registration penalties apply.

I A 7. Registration Deadlines and Penalties

Incoming students must register online during orientation for the upcoming semester and continuing students must register during the assigned registration period in the previous semester.

Changes in registration may occur without penalty during the normal Drop/Add period using the Tufts Change of Schedule form.

There is a penalty for late registration.

I A 8. Registration for Alumni

Alumni are allowed to take one free class offered at the Friedman School per semester on a space available basis and must register as a special student with the Office of Student Affairs. This benefit does not apply to courses offered by the certificate programs. Students must have the appropriate prerequisites for a course or may register with instructor consent. Alumni may not register for courses that they have previously taken at the Friedman School or cross-register at any other school. Alumni taking classes must meet all registration and immunizations requirements of the University.

I B. Procedures Relating to Course Requirements and Course Credit

I B 1. Course Credit

Courses at the Friedman School are typically listed as carrying one-half, one, or one and a half credits. Full-credit courses typically meet three hours per week for 13 weeks (39 non-laboratory contact hours); half-credit courses typically meet 20 hours or for fewer weeks of the semester. Four one-credit courses constitute a full-time load for one semester, although a student registered for three or more courses is considered a full-time student.
Courses outside the Friedman School may use different credit systems. Friedman School course credit is granted based on the number of contact hours (classroom hours) and on what fraction of a full-time load is represented by the course. In cases of ambiguity, the Curriculum and Degrees Committee decides on credit allocation for courses taken outside the School.

I B 2. Grading

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

At the Friedman School, a grade of B- or above is considered passing. Courses taken at the Friedman School with a grade of C+ or lower are not counted toward the fulfillment of Friedman School degree requirements. In June 2014, there was a change to the passing grade requirement. For grades of C+ or lower received prior to this time, please consult the Registrar. However, such courses (with their grades) appear on the student's transcript and are counted in the student’s grade point average (GPA). A student who takes a required course at the Friedman School with a grade of C+ or lower must repeat the course or take an equivalent course and pass it with a grade of B or better to fulfill the requirement.

Courses taken at other schools are subject to the passing requirements of that school.

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

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

I B 3. Transfer of Credit for Courses Previously Taken

A student may receive credit toward the Friedman School Master’s Degree for up to four graduate-level courses previously taken at other universities or other schools of Tufts University, provided these courses were not used for credit toward another degree. Transfer of credit does not reduce the cost of the degree. Only courses that have been taken within the last five years at U.S. universities are routinely considered for transfer credit. Students who wish to receive credit for courses taken outside the U.S. or for courses taken more than five years prior to

Revised August 2014
enrollment should discuss the possibility with the Dean for Academic Affairs. Exceptions will be made on a case-by-case basis after review by the Dean for Academic Affairs. For students matriculating in the MNSP program, up to two courses may be transferred onto the Tufts University transcript. However, the MNSP student must still enroll in, pay for, and successfully pass ten MNSP course credits.

The following materials are required for a course to be considered for transfer credit:

a. An official transcript demonstrating a grade of B or better in the course and showing the year the course was taken;
b. A detailed syllabus, in English. (Note: if a syllabus is not available, students may petition the Dean for Academic Affairs to substitute course notes or other material);
c. The name, current address, and phone number of the instructor. (Note: If the instructor is no longer at the institution, the current instructor can be listed, provided the course has not changed substantially);
d. The name and author of the textbook used (if any) to support the lecture material;
e. The number of contact hours (hours per week and number of weeks the class met);
f. The amount of Friedman School credit requested;
g. A completed Transfer of Credit form with all of the above information

These materials should be submitted to the Office of Student Affairs. They will be reviewed by a faculty member with expertise in the course subject matter appointed by the Dean for Academic Affairs. The faculty member who reviews the request for transfer of credit will present his/her recommendation in writing to the Dean for Academic Affairs. The Dean for Academic Affairs will communicate the outcome of the review to the student, the Academic Advisor, and the Office of Student Affairs. The possible outcomes of the review are:

(1) Transfer of credit;
(2) Transfer conditional upon
   a. passing an exemption exam
   b. filling minor deficits through directed study;
(3) No transfer of credit.

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

I B 4. Exemption from Required Courses

Students may request exemption from any course required for the completion of a Friedman School degree. Exemption without transfer of credit does not reduce the number of courses required for the degree but permits students to take different or more advanced courses. Students admitted to the Ph.D. program may fulfill all the Friedman School M.S. degree requirements by means of the exemption process if they have taken equivalent courses elsewhere. Students admitted to the Ph.D. program with a previous relevant master’s degree are encouraged to seek exemption from courses that duplicate previous work. Doctoral students must either take or be formally exempted from all courses that are required for the M.S. degree in the chosen academic program.

**IMPORTANT:** No exemption is given until the student submits a Request for Exemption from Required Course form and the Dean for Academic Affairs has approved it. This is true no matter which method of exemption the student follows.
Exemption may be obtained as follows:

a. **Exemption Based upon Course Work Taken at Other Universities**

Students are exempted from any required course if they have received transfer credit from the Friedman School for its equivalent taken at another university. Students may be exempted from any required course, using the same procedure as for transfer of credit (see Sec. I B 3 "Transfer of Credit for Courses Previously Taken"), if they have taken its equivalent at another university, but did not receive transfer credit from the Friedman School because the course had been credited to another degree.

The student's Program Director reviews the petition for exemption and makes a recommendation to the Dean for Academic Affairs at the appropriate place on the form.

b. **Exemption by Exam**

Students are exempted from any course for which they have passed an exemption exam. The exemption exam must be taken no later than two weeks after the first meeting of the course in the semester in which the student would be required to take the course. The content of the exemption exam and the standard for exemption are determined by the instructor of the course from which the student is seeking exemption; the Dean for Academic Affairs may appoint a faculty member to administer a written exam to the student where the requirement in question is not a Friedman School course. If the student meets the standard for exemption on the exam, the student submits a Request for Exemption from Required Course form with the signed approval of both the instructor and the student Program Director. A student may take an exemption exam no more than twice. Failure to pass an exemption exam has no negative impact on the student's academic record. Examiner should make sure the Office of Student Affairs has graded exam on file.

c. **Exemption from Requirements Due to Professional Competence**

Students who feel they have obtained competence in the subject matter of any course due to professional experience may petition the Dean for Academic Affairs in writing for exemption. The student's Program Director reviews the petition for exemption and makes a recommendation to the Dean for Academic Affairs at the appropriate place on the form. The request is usually referred to a faculty member with expertise in the area, who makes a written recommendation to the Dean for Academic Affairs. This exemption is approved only in rare cases.

I B 5. **Credit for Undergraduate Courses**

Students may receive graduate credit for any Tufts University course numbered 100 or higher that is relevant to their field of study. Foreign language courses and non-academic courses may not be counted toward completion of degree requirements.

In exceptional circumstances, it may be appropriate for a student in the Friedman School to take an undergraduate-level course (courses numbered 99 and below). To receive graduate credit for an undergraduate course, the student must arrange with the instructor to do additional work (such as an additional term paper or project). For a student to receive graduate credit, the course must be taken as a Directed Study, which is approved by the Dean for Academic Affairs in writing. The request must contain an explanation of the reasons for taking the course, and must be accompanied by the
written approval of the Academic Advisor and the course instructor. No more than one undergraduate course may be taken for graduate credit at the Friedman School.

I B 6. Dropping and Adding Courses

The Drop/Add period is the first few weeks in each semester. There is no penalty for dropping and adding courses during this period, and no record of enrollment will appear on the student's transcript if a course is dropped. Students are encouraged to discuss all changes with their Academic Advisor. The Change of Schedule Form requires signatures of the course instructor(s) and the Academic Advisor. A completed form for each change must be submitted to the Office of the Registrar. Please refer to the academic calendar for due dates.

I B 7. Withdrawal from Courses

Students may withdraw from a course any time prior to the date by which all course requirements are to be completed (date of final exam or due date of final paper). This must be done using the University's Change of Schedule Form. The signature of the course instructor on the form is required. The student will receive a grade of withdrawn (W) for the course. This will appear on the student's transcript. A grade of W does not affect the computation of a student's GPA.

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

Some courses that are offered are graded on a satisfactory/unsatisfactory (S/U) basis. S/U grades determine whether a student receives course credit but are not counted in computation of the student's GPA. Directed Studies are normally graded on a satisfactory/unsatisfactory basis.

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

I B 9. Taking a Grade of Incomplete

A student who, due to unusual circumstances, is unable to complete the work of a course by the end of the semester, may request permission from the instructor 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.

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

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

- Refuse to accept the work as fulfilling the course requirements, in which case the grade remains F;

- Accept the work as fulfilling the course requirements, with or without a reduction of the grade, and submit a change of grade for the course.

Revised August 2014
A student who wishes to make up course work from an incomplete that has turned to an F must first check with the instructor to be sure that the instructor will accept the late work and, if so, with or without a grade reduction.

I B 10. Auditing Courses

Students can not officially audit classes, but they may attend any course with the written consent of the instructor. These courses will not appear on the student’s transcript.

I B 11. Directed Study

Directed Study is a mechanism for a student to receive academic credit for work completed under the tutelage of a faculty member. This is generally done on a one-to-one basis with the student taking major responsibility for his/her progress. Research conducted in a laboratory during a Directed Study project can be either problem-oriented or technique-based. Research conducted as part of a Directed Study project may be used to generate preliminary data (but only preliminary data) for a dissertation (for Ph.D. students). There is a separate course number for students conducting dissertation research.

No more than four Directed Study credits may be applied to fulfillment of degree requirements. No more than two course credits of Directed Study may be taken with the same faculty member. For MNSP students, no more than one Directed Study credit may be applied for fulfillment of the degree.

Students in the Frances Stern Dietetic Internship are required to take one Directed Study credit under the tutelage of a faculty member, arranged by the Frances Stern Nutrition Center (FSNC).

a. Authorized Faculty

Directed Studies must be supervised by Friedman School faculty. Students who wish to do a Directed Study project with someone other than a Friedman School faculty member must have a Friedman School faculty sponsor who signs the Directed Study form along with the person supervising the Directed Study. The Friedman School faculty sponsor also submits the grade for the Directed Study.

b. Directed Study Proposal Form

Students who wish to do a Directed Study project must contact the appropriate faculty member well before they register. The interested student and faculty member should work together to complete the Directed Study Proposal Form. This form must be completed with the signature of the faculty sponsor and the Dean for Academic Affairs and must be submitted to the Office of Student Affairs. The completed form must contain the following information:

- The intellectual content and questions to be addressed by the directed study/research project;
- An indication of how the topic will be studied;
- The expected product of the process;
- The basis for grading the student;
- The title of the Directed Study as it will appear on the student's transcript;
- The amount of credit sought (this should be based on classroom and coursework time required by FSNSP courses: 0.5 credit requires approximately 60 hours of work; 1 credit requires approximately 120 hours of work).

Revised August 2014
In the case of a student working on a Directed Study as part of a larger project, the specific activities and responsibilities of the student within the project must be spelled out on the form.

c. Grading of Directed Studies

There are three circumstances under which students typically register for a Directed Study: course-based, internship-based, and tutorial.

A *course-based* Directed Study is arranged when a student registers for an undergraduate course with extra work (see Sec. I B 5 "Credit for Undergraduate Courses") or for a graduate course in a school outside the consortium. In a course-based Directed Study, grading is the same as in the course, that is, usually with letter grades.

An *internship-based* Directed Study is arranged when a student requests course credit for an internship. Internship-based Directed Studies are graded Satisfactory/Unsatisfactory.

A *tutorial* Directed Study is arranged when a student wishes to get course credit for working on a project with a faculty member. Tutorial Directed Studies are also graded Satisfactory/Unsatisfactory.

I B 12. Internships

**Frances Stern Dietetic Internship Program**

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

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

**Agriculture, Food and Environment Program**
**Food Policy and Applied Nutrition Program**
**Nutrition Communication and Behavior Change Program**

The AFE, FPAN, and NCBC programs of the School require an internship for completion of the MS degree. **Students in other master's programs are not required to complete an internship, but are strongly encouraged to do so.** Doctoral students are not required to complete an internship, but are encouraged to undertake an appropriate internship prior to taking their qualifying exams if it is in line with future research and career interests.

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

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

*Revised August 2014*
Professional Internship
This internship represents a professional placement in an organization similar to one where the student might wish to work in future; this placement is intended to give the student practical experience and exposure to what it means to work in the field. The Professional Internship is recommended for students who have limited field experience or who would benefit from working in a professional setting.

Research-based Internship
The Research-based Internship represents an alternative to the Professional Internship for students who do have professional experience, and who wish to gain direct experience in research related to their program of study. Enrollment in the Research-based Internship requires approval from the Program Director of the student’s program.

The amount of time and work done for an internship will vary. The required minimum hours for students in the Agriculture, Food and Environment and Food Policy and Applied Nutrition programs are 320 while the required minimum for students in the Nutrition Communication and Behavior Change program is 400 hours. This does not include time spent writing a final report. Students pursuing the Research-based Internship are expected to be engaged in an approved research activity and also to attend a required, not-for-credit semi-monthly Research-based Internship Seminar for two semesters (typically the Spring and Fall semesters either side of the summer months).

Students doing internships that merit academic credit may develop a Directed Study proposal based on their internship work, using the appropriate form. Students may receive a maximum of two credits toward their M.S. degree requirements as Directed Studies based on internships. Directed Studies based on internships are normally graded on a satisfactory/unsatisfactory basis.

Whether or not academic credit is sought, students fill out an internship contract describing the internship location, institutional contact, and type of work to be performed. The contract is approved by the Internship Institution Supervisor, the student's Academic Advisor and Program Director, and the Friedman School Office of Student Affairs before the internship begins. For the Research-based Internship, this contract takes the form of a Statement of Research Intent describing the research to be performed, and signed by the person responsible for supervising the research.

I B 13. Requirements for the Completion of Internships
To complete the requirements of an internship, the student must do the following:

a. Select an internship site and establish an institutional contact. Research Based internships may be at Friedman or elsewhere. Students applying to pursue the Research-based Internship should submit a Statement of Research Intent (SRI) for approval of their Adviser and Program Director by the end of the first semester. Notification of approval will be sent before the end of the first week of the second semester;

b. Submit a completed internship contract, signed by the Academic Advisor, the Internship Institution Supervisor (or Research Supervisor), and the Program Director, to the Office of Student Affairs before beginning the internship. Students should
begin to complete the contract and obtain signatures early enough to submit the contract on time.

c. Register for the professional internship course (no credit) for the first summer session or for the Research based Internship seminar (no credit) for the Spring and Fall semesters;

d. Submit an Internship Completion Form and report (maximum five pages) to the Academic Advisor, Program Director and the Office of Student Affairs. The Internship Completion Form and report include a cover sheet with basic information about the internship and attached pages with a description of the work done, a self-evaluation of how well the student was able to meet his/her objectives, an assessment of the value of the internship, and a recommendation to other interns (five-page maximum);

e. Share the internship experience with students and faculty. Sending the Internship Completion Report to the Internship Site Supervisor is optional for students completing the Professional Internship. Students in the Research-based Internship will agree with the Research Supervisor on the nature of any required report. Students undertaking the Research-based Internship are required to present the results of their research (orally or via poster) at the Graduate Student Research Day.

Descriptions of the internship reports for the different programs can be found on the internship pages of the Friedman School website. A selection of papers, posters and presentations developed during the Research-based Internship will also be available on the internship website.

I C. Academic Standing

I C 1. Grade Point Average

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

Cumulative GPA reflects all numeric grades received since admission to the degree program.

Semester GPA reflects all numeric grades received in a given semester.

I C 2. Maintaining Grade Point Average

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

Revised August 2014
A student who, in the judgment of the Academic Advisor and/or the Dean for Academic Affairs, is failing to make satisfactory progress toward completion of the degree may be dismissed upon recommendation of the Dean for Academic Affairs and action of the Curriculum and Degrees Committee. The student and the Academic Advisor will be informed of such possible action and given an opportunity to respond before action is taken. Satisfactory academic progress for students meeting the requirements of the master's degree (whether as master's degree candidates or doctoral students) is defined as taking and passing at least one course each semester.

I D. Academic Integrity

Tufts holds its students strictly accountable for adherence to academic integrity. The consequences for violations can be severe. It is critical that you understand the requirements of ethical behavior and academic work. The Academic Integrity booklet provides a primer on ethical academic work. It also includes a description of computer ethics and the appropriate use of electronic resources. Be sure to familiarize yourself with the standards and policies outlined in this booklet at the following Tufts website: http://uss.tufts.edu/studentaffairs/publicationsandwebsites/AcademicIntegrity09-10.pdf.

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

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

I E. Enrollment Status

I E 1. Full-, Half-, and Part-Time Study

Students are considered full-time in any semester in which they are registered for 3 or more credits of course work, half-time if they are registered for 2 or 2.5 credits, and part-time if they are registered for less than 2 credits. Students may choose whether to study full-, half-, or part-time on a semester-by-semester basis. Students enrolled in the Frances Stern Dietetic Internship program are enrolled as full-time students during the entire course of their study at the Friedman School. Students enrolled only in Doctoral Candidacy Preparation or Ph.D. Dissertation Only courses are considered full-time students. Full-time students pay 100% tuition for the semester; half-time and part-time degree-seeking students pay 50%. The total number of semesters of tuition paid is not affected by the student's status. MNSP students pay tuition for each course they select during a semester until they have met their tuition obligation.

I E 2. Loan Deferment

Tufts University provides information regarding student enrollment status to the National Student Loan Clearinghouse that then provides information to lenders. Enrollment status is either full-time, half-time, or part-time. Federal regulations require that students be enrolled (registered) half-time or full-time to receive and defer student loans.

Some students still might receive bills from their loan agencies; if this occurs, a letter verifying enrollment can be requested through the Web Center: http://studentservices.tufts.edu/ARC/AboutWebCenter/
I F. Leaves of Absence

A student may request a leave of absence by written request to the Dean for Academic Affairs. The request should specify the reason for the leave and the amount of time needed. A student may request that the reason for the leave be held confidential, and this request will be honored. Leaves of absence are granted for a maximum of one year; additional leaves may be requested. Tuition scholarships are suspended during a leave of absence and may continue when the student returns. To avoid tuition costs a leave of absence should be approved prior to the first day of classes. In the event a student takes a leave from the University after the beginning of the enrollment period a pro-ration of tuition is applied.

I G. Sick Leave Policy

Graduate stipends, when a student receives one, are not paid by the School during leaves of absence. Full-time Nutrition School graduate students who are incapacitated due to illness or injury may be granted an excused absence of up to 12 days during one twelve month period. The student is expected to notify his or her faculty advisor when taking a sick day(s). The student may be required to provide documentation of the incapacitation. The School reserves the right to have the student and his or her medical records reviewed by a physician chosen by the School.

I G 1. Parental Leave

Students may take parental leave to care for a new-born child or one placed for adoption or foster care. A student anticipating a parental leave should make an appointment with the Associate Dean of Student Affairs to review the leave policy and the options available. Paid time-off during which time a student continues to receive a stipend is restricted to:

- 30 calendar days of paid parental leave
- Plus unused sick leave of up to 12 days
- Plus unused vacation time of up to 15 work days

The balance of approved parental leave plus any additional time-off requested is treated as an unpaid personal or medical leave of absence. If the student is away from the FSNSP beyond allowable paid time-off and fails to request a leave, the FSNSP will place the student on an administrative leave of absence. Stipends are not paid by the FSNSP during an administrative leave of absence.

I H. Teaching Assistantships

Generally, matriculated students are eligible for teaching assistantships; students taking a leave of absence are not enrolled at the University and therefore not eligible for teaching assistantships. The duties and responsibilities of a teaching assistant vary depending on the course and instructor. Permission from the Dean for Academic Affairs is required for non-matriculated students to be considered for teaching assistantships.
I I.  Academic Advising

I I 1.  Roles and Responsibilities of the Academic Advisor

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

The primary role of the Academic Advisor is to help the student develop course and study plans and to oversee the fulfillment of a student's academic requirements. For students in the Ph.D. program, the Academic Advisor monitors the student's progress until the student passes the qualifying exam and a Dissertation Advisor is named by the Dean for Academic Affairs. The Academic Advisor may, but need not, become the student's Dissertation Advisor.

Specific roles and responsibilities of the Academic Advisor are to:

a. Aid in the development of, and approve, the course plan for the student. This requires the advisor to be up to date with regards to degree requirements in the student’s program of study. For master’s degree students, this includes ensuring that the student complies with all academic requirements and assisting in selection of courses for a specialization (see Sec. II C "Specializations"). For Ph.D. students, this includes assisting the student in deciding on qualifying exam topics and examiners;

b. Review registration for courses and update and approve the course plan each semester;

c. Help the student understand and interpret the policies and procedures of the Friedman School;

d. Assist the student in dealing with any issues related to his/her academic progress;

e. Help a student arrange internships when appropriate;

f. Assist interested students in the identification of appropriate faculty for Directed Study courses;

g. Discuss career options with the student;

h. Assist the student in identifying a Dissertation Advisor when appropriate.

I I 2.  Changing an Academic Advisor

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

Revised August 2014
I J. Cancellation of Classes

Only the President or the President’s designee can suspend, in part or totally, regularly scheduled academic or administrative activities at Tufts. The general university policy is not to cancel classes for snow or other emergencies, but rather to hold all class meetings that can reasonably be held. The decision to suspend regularly scheduled academic activities is made as far in advance as possible and announced by the deans. Students can call 617-627-INFO for news about weather suspensions or check the Tufts web page (http://www.tufts.edu/) and look under Announcements. Also, the university endeavors to have announcements made over Boston radio and television stations (WBZ AM 1030, WBZ TV Channel 4).

Faculty members can also cancel classes if they cannot make it to campus due to the weather.

I K. Withdrawal from the University

Students who withdraw from the University must inform the Dean for Academic Affairs in writing. In the event a student withdraws from the University after the beginning of the enrollment period, a pro-ration of tuition is applied.

Tuition Pro-Ration Schedule: http://uss.tufts.edu/bursar/withdrawal/

II. Degree Requirements: Master’s Degree

II A. Master’s Degree Programs in the Friedman School of Nutrition Science and Policy

Programs

-Agriculture, Food and Environment
-Biochemical and Molecular Nutrition
-Combined Dietetic Internship / Master’s Degree
-Food Policy and Applied Nutrition
-Humanitarian Assistance (MAHA) - (Joint degree of Friedman School / Fletcher School of Law and Diplomacy)
-Nutrition Communication
-Nutritional Epidemiology
-Nutrition Science and Policy (MNSP)

Combined Degree Options

-(MS/MA) Combined Master’s Degree: Agriculture Food, and Environment program in the Friedman School / Urban and Environmental Policy in the Graduate School of Arts, Science and Engineering
-(MS/MALD) Combined Master’s Degree: Friedman School / Fletcher School of Law and Diplomacy
-(MS/MPH) Combined Degree: Friedman School / Tufts University School of Medicine

Revised August 2014
II B. Master’s Degree Course Requirements

II B 1. Minimum Credits for M.S. Degree
To receive a Master of Science from the Friedman School, students in the following programs must complete a minimum of 16 credits of course work.

- Agriculture, Food and Environment
- Biochemical and Molecular Nutrition
- Food Policy and Applied Nutrition
- Nutrition Communication
- Nutritional Epidemiology

The Combined Dietetic Internship / Master’s Degree, the Master of Arts in Humanitarian Assistance, and the Master of Nutrition Science and Policy have different credit requirements -- see Appendix 1 for current descriptions of degree requirements.

II B 2. Specialization Requirements
Students in the following programs must complete a specialization, consisting of at least three credits of course work in one field of study.

- Agriculture, Food and Environment
- Biochemical and Molecular Nutrition
- Food Policy and Applied Nutrition

II B 3. Internship Requirements
Students in the following programs must complete an internship:

- Agriculture, Food and Environment
- Food Policy and Applied Nutrition
- Nutrition Communication

II B 4. Training in Ethical Treatment of Human Subjects
In order to graduate from the Friedman School of Nutrition Science and Policy with either a master’s or a doctoral degree, a student must show evidence of successful completion of training in ethical treatment of human subjects that meets the criteria set by the Tufts University Institutional Review Board (IRB). This graduation requirement applies to all students, regardless of program.

Students meet this graduation requirement by completing an online tutorial and exam, Collaborative Institutional Training Initiative (CITI) Program, offered through the Office of Vice Provost for Research. The CITI Program is a series of 7 Basic Modules and 1 Optional Module that is most relevant to their research available online.

https://www.citiprogram.org/default.asp

When all requirements are completed, you will be able to print or download a Course Completion Report online. Students are advised to complete this requirement as soon as possible within their first semester of study. Evidence of a passing grade on the quizzes, i.e. copy of the Completion Report, must be submitted to the Office of Student Affairs.
II B 5. Other Program-Specific Requirements

Students in the Frances Stern Dietetic Internship Program must complete nine credits of course work, including one credit of directed research in a Directed Study, as well as a series of clinical internships.

Students in the Frances Stern Dietetic Internship Program who would like to complete a second program (i.e. Nutrition Communication) must first complete their requirements before registering for a fifth semester as a student in their chosen second program.

Each program has specific course requirements that must be taken by all students in that program. Current requirements for each program are listed in Appendix 1.

II C. Specializations

The specialization is intended to give students a degree of mastery over a particular subject area. The specialization consists of three to five credits of courses, of which only one may be a required course, and only one may be Directed Study. Courses taken outside the Friedman School, including courses for which transfer credit has been received, may be used for the specialization. Proposals for a specialization must be submitted on the Approval of Specialization form, listing the subject area of the specialization and the specific courses to be taken. The form must be signed by the student, the Academic Advisor, and Program Director, and approved by the Dean for Academic Affairs. Students in programs that require them to specify a specialization must submit an Approval of Specialization form by the end of the add/drop period of their third semester. [Currently this requirement applies to students in Food Policy and Applied Nutrition; Agriculture, Food and Environment; and Biochemical and Molecular Nutrition.]

Some programs have defined specializations; others permit the student to design a specialization with appropriate approvals. A list of programs and their specialization requirements follows.

<table>
<thead>
<tr>
<th>FSNSP Program</th>
<th>Degrees Offered</th>
<th>Specializations</th>
<th>Internship Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Food, and Environment</td>
<td>M.S., Ph.D.</td>
<td>Individualized (w/approval)</td>
<td>Yes</td>
</tr>
<tr>
<td>Biochemical and Molecular Nutrition</td>
<td>M.S., Ph.D.</td>
<td>Individualized (w/approval)</td>
<td>No</td>
</tr>
<tr>
<td>Combined Dietetic Internship/MS</td>
<td>M.S., clinical internship, preparation for Registered Dietician Certification</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Food Policy and Applied Nutrition</td>
<td>M.S., Ph.D.</td>
<td>• Food Policy and Economics</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Nutrition Interventions: Design and Implementation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Humanitarian Assistance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Individualized (w/approval)</td>
<td></td>
</tr>
<tr>
<td>Humanitarian Assistance (Master of Arts, joint with the Fletcher School)</td>
<td>M.A. (joint with Fletcher School)</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Nutrition Communication</td>
<td>M.S.</td>
<td>Pre-set: Study Design and Evaluation</td>
<td>Yes</td>
</tr>
<tr>
<td>Nutritional Epidemiology</td>
<td>M.S., Ph.D.</td>
<td>Pre-set: Statistical Methods</td>
<td>No</td>
</tr>
<tr>
<td>Nutrition Science and Policy</td>
<td>M.N.S.P.</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
II D. Transfer to a Different Academic Program Within the School

All transfer requests must be approved by the student's current program director and by the director of the program the student requests to enter. The procedures may differ if the student is changing departments. Before entering a new program, the student must meet all the program's prerequisites. Students will be notified of approval/denial within two weeks of submission of the request. Students must follow the degree requirement worksheet and Policies and Procedures manual in effect at the time of first registration in their new program.

II D 1. Process Within the Same Department

A student who wishes to transfer to a different academic program within the same department must first notify his/her advisor. After the academic advisor is notified, the student must submit in writing a request to the Department Chair, copying both Program Directors (of the program the student is leaving and the program s/he wishes to enter), a request for transfer. The letter should explain the reason for the change in terms of the student's professional goals and interests. The letter must have the signature of the advisor, as well as the signature of the student. The Department Chair would, with the approval of the new Program Director, grant or deny the request. If approved, the student will be officially changed to the new program and a new Academic Advisor will be assigned by the Department Chair.

II D 2. Process Transferring to a Different Department

A student who wishes to transfer to a program in a different department must first notify his/her advisor. After the advisor is notified, the student must apply to the new program. Application is submitted to the Friedman School Admissions Committee. The application consists of the following:

a. A personal statement explaining the reason for the switch in terms of the student's professional goals and interests;

b. A letter of support from a faculty member in the program to which the student is seeking admission;

c. A copy of the student's original application to the school and the student's Friedman transcript to date (on file in the Office of Student Affairs).

II D 3. Completion of Requirements in New Program

A student who is admitted to a program after completing some of the requirements of a different program must nonetheless complete all the requirements of the program to which s/he is admitted. If the student wishes to be exempted from a requirement based on work done in the program s/he was in before, this is handled as any other request for exemption from a requirement.

II D 4. Doctoral Qualifying Examination in New Program

A doctoral student who transfers to a new program must take and pass the entire qualifying exam for the new program. This qualifying exam must include all three areas as specified for the new program.
II E. Credit for Summer Courses

Students may take courses at other institutions during the summer and apply for transfer of credit the following fall. Students may do Directed Study courses during the summer, following the usual procedure.

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

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

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

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

Students must file an Intent to Graduate form with the Office of Student Affairs at the beginning of the semester in which they expect to complete all the requirements for the master’s degree.

II F. 1. Readmission to the Masters Program

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

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

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

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

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

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

Students continuing from the master’s to the doctoral program are officially considered to be in the doctoral program as of the date on their letter of acceptance into the program. University information systems include the student in the master’s degree program until the student has completed requirements for and been awarded the master’s degree.

II H. Cost of the Master’s and Ph.D. Degrees

The total cost of the master’s degree is four full semesters of tuition, irrespective of the time taken to complete the degree requirements. The total cost of the doctoral degree is four full semesters of tuition, irrespective of the time taken to complete the degree requirements. If a student pursues the M.S. followed by the Ph.D., the total semesters of tuition is reduced to six. If students have met the tuition obligation of the school but have not completed their degree requirements, a continuation fee will apply (this includes combined degree programs).

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

The tuition for the students in the M.N.S.P. program is the cost of ten full course credits.

The MS/MALD (Friedman School / Fletcher combined degree) and the MS/MA (AFE/UEP combined degree) award two master’s degrees after six full semesters of study, with three full semesters of tuition paid to the Friedman School and three full semesters paid to Fletcher or Arts and Sciences, respectively. The MS/MPH combined degree program awards two degrees after five full semesters of study, with three full semesters of tuition paid to the Friedman School and two full semesters of tuition paid to the School of Medicine. Two full semesters of tuition are charged for the MAHA degree, the annual rate being equal to the standard M.S. or Ph.D. rate at the Friedman School.

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

II H1. Tuition Remission for Tufts University Employees

Tuition remission is a university benefit for full-time employees who would like to pursue taking occasional courses or even get help paying for their degree. Full-time employees are eligible for the university to pay for two, 1.0 credit courses each semester. In order to obtain a degree, certain special requirements must be satisfied that affect the timing and sequence of courses. It is important that you contact the Office of Student Affairs as soon as you begin taking classes using the tuition remission benefit.
The school of the university for whom the employee works is responsible for paying the tuition. The tuition remission money is paid, on behalf of the employee, to the school in which s/he is enrolled in coursework. Note that for full-time employees of the Friedman School who are also degree seeking students, the tuition remission benefit is charged to the school and then paid back to the student’s tuition account at the school. Sometimes the employee works for the medical school, the HNRC, or a department in Arts and Sciences. In this case, there is a net flow of money from the site of employment to the Friedman School. The tuition money MUST reach the Friedman School to defray the cost of the tuition.

If a student is attempting to pay for his/her whole degree at the Friedman School using tuition remission benefits, the equivalent of 16, 1.0 credit courses must be taken during the fall or spring semesters so that the full-time tuition amount will accrue to the student’s tuition account at the Friedman School. Courses taken by employees in other schools during the summer can be paid for by tuition remission BUT the money for summer courses is paid directly to the summer school, NOT the Friedman School. Therefore, employees of the Friedman School who are also degree seeking students at the Friedman School will find that their tuition remission benefit for summer school courses was paid to the summer school. These students may find that they have completed their course requirements but have not fulfilled paying for their total tuition at the Friedman School.

Note that for full-time university employees (who are not degree seeking students) who take a course in another school (for example a biochemistry class at Sackler), the tuition remission benefit accrues to the Sackler school UNLESS the student is also a degree-seeking student at Friedman. If an employee is considering getting a Friedman degree, it is better to apply earlier rather than later to make sure that the tuition remission money is credited to his/her tuition account at the Friedman School.

The rates for tuition by program are approved annually by the Trustees. Please contact the Office of Student Affairs for additional information.

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

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

Master’s Degree students are required to submit an Intent to Graduate form to the Friedman School Office of Student Affairs at the beginning of the semester in which they intend to complete their degrees. Students should discuss their intentions with the Academic Advisor prior to this notification.

Degrees are awarded three times per year by the Tufts University Board of Trustees, usually in late August, early February, and mid May. The dates of these meetings are listed on the Academic Calendar, which is available on the Friedman School's web page.

The list of degree candidates, signed by the Dean, is sent to the Academic Affairs Committee well in advance of its meeting. All final work in courses or other degree requirements such as internships and the filing of forms required for awarding the Master’s Degree must be completed before the student’s name is sent to the Academic Affairs Committee of the Board of Trustees. Consequently, master’s students should plan to have this final work completed and forms filed two weeks before the scheduled dates of the Board of Trustees committee votes.

Revised August 2014
II I 2. Requirements for Graduation

Before they can graduate, master’s students must complete the following steps:

1. Submit a completed Graduate Check-Out Form and the Notice of Intent to Graduate Form. These forms can be downloaded at: www.nutrition.tufts.edu

2. Complete an exit evaluation online. You will be notified when it is available for completion via email.
III. Degree Requirements: Ph.D.

III A. Summary of the Requirements for the Ph.D. Degree

Name: ____________________________________________

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Timeframe for Completion</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request to Take Qualifying Exam</td>
<td>Maximum One Month After Completion of Coursework</td>
<td></td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>Maximum Three Months After Passing Qualifying Exam (BMN and NEPI students: Maximum Two Months)</td>
<td></td>
</tr>
<tr>
<td>First Dissertation Committee Meeting</td>
<td>Maximum One Month After Approval of Letter of Intent</td>
<td></td>
</tr>
<tr>
<td>Dissertation Committee Meetings</td>
<td>Meet Every Four Months, Starting After Approval of Letter of Intent</td>
<td></td>
</tr>
<tr>
<td>Formal Proposal Defense</td>
<td>Maximum Six Months After Approval of Letter of Intent (BMN and NEPI students: Maximum 4 Months)</td>
<td></td>
</tr>
<tr>
<td>Approval of Dissertation Proposal</td>
<td>Maximum One Year After Passing Oral Exam</td>
<td></td>
</tr>
<tr>
<td>Scheduling of Dissertation Defense</td>
<td>Minimum Two Weeks Notice</td>
<td></td>
</tr>
<tr>
<td>Approval of Dissertation/Completion of Degree</td>
<td>Maximum Seven Years From Enrollment in Ph.D. Program</td>
<td></td>
</tr>
</tbody>
</table>

1. Coursework

a) Students in the Ph.D. Program must declare a program and specialization comparable to those required of the Friedman School's master's, based on Friedman School courses or their equivalents.

b) Students must demonstrate that they have passed or been formally exempted from the core courses required for the relevant Friedman School master’s degree or their equivalents.

c) Students who have completed the Friedman School master’s degree may be required to take additional course work.
d) All doctoral students in the Food Policy and Applied Nutrition program must complete Nutrition 0210 Survey Research, Nutrition 0311 Nutrition Data Analysis, and NUTR 0204 Principles of Epidemiology, or their equivalents. FPAN doctoral students must also take two semesters of NUTR 0404 Ph.D. Doctoral Student Seminar.

e) All doctoral students in the Agriculture, Food and Environment Program must complete Nutrition 0210 Survey Research and Nutrition 0311 Nutrition Data Analysis, or their equivalents.

f) Students admitted directly into the Ph.D. Program must take a minimum of four credits of course work while enrolled at the Friedman School.

2. Students accepted into the Ph.D. program must pass a qualifying exam demonstrating competence in general nutrition, research design, and two additional subject areas prior to acceptance into Ph.D. candidacy.

3. Students have a maximum of three months after passing the qualifying exam to submit their Letter of Intent.¹

4. Ph.D. candidates must complete a written Dissertation Proposal and present it in a seminar to the Dissertation Committee and the Tufts University community. The Proposal must be formally approved by the Dissertation Committee.

5. Ph.D. candidates must meet at least every four months with the Dissertation Committee to discuss their research and their progress towards completion of the Ph.D. dissertation. This applies once the Letter of Intent is approved.

6. Ph.D. candidates must complete an original, independent research project and write this as a unified work based upon guidelines set by the Friedman School.

7. Ph.D. candidates must present the completed dissertation to the Dissertation Committee for final review and must defend this dissertation before the Dissertation Committee and the Tufts University community. The Dissertation must be formally approved by the Dissertation Committee.

¹ Students have the option of petitioning for an extension should they need it
III B. Figure for Completion of Doctoral Program

Name: ______________________________

* Part-Time Ph.D. students can send a petition to the Dean for Academic Affairs for modification to the timeline.

Date Milestone is Completed*

Admission to Doctoral Program

Coursework completed

Qualifying Examination Passed
- Admission to Candidacy

Approval of Letter of Intent
- Thesis Committee Appointed

Committee meets every 4 months from Approval of Letter of Intent:

First Committee Meeting

Dissertation Proposal Defense

Proposal Approved

Dissertation Approved for Defense

Minimum two weeks’ notice to schedule Defense

Dissertation Defense

Approval of Dissertation

One month limit between Completion of Required Coursework and Request to Take Qualifying Examination

Three month limit between Passing Qualifying Exam and Submitting Letter of Intent (BMN and NEPI: Two Months)

One month limit between Appointment of Committee and its First Meeting

Six month limit between Approval of Letter of Intent and Formal Proposal Defense (BMN and NEPI: Four Months)

One year limit between Passing of Qualifying Exam and Approval of Proposal

Maximum Seven Year Limit From Enrollment to Completion of Degree

Minimum  two weeks’ notice to schedule Defense

Revised August 2014
III B 1. Timing of the Ph.D. Degree

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

The total cost of the Ph.D. is six full semesters of tuition for students who complete both a master's and a Ph.D. at the Friedman School. It is four full semesters for students entering the Friedman School for the doctoral degree only. A continuation fee is paid each semester that a student is enrolled after the student has paid the required tuition.

The amount of this fee is posted on the Friedman School website at:

http://nutrition.tufts.edu

Registration deadlines and late registration penalties apply.

III C. Readmission to the PhD Program

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

III D. The Qualifying Exam for Entrance into Ph.D. Candidacy

III D 1. Purpose of the Exam

The qualifying exam is intended to demonstrate the student's mastery of certain topic areas and his/her competence to conduct dissertation research. Passing the Qualifying Exam is the prerequisite for admission to the Ph.D. candidacy. No student may submit a Dissertation Proposal for approval prior to admission to candidacy.

III D 2. Timing of the Exam

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

Revised August 2014
III D 3. Topic Areas for the Qualifying Exam

The topic areas for the Qualifying Exam in each program are as follows.

Agriculture, Food and Environment  
- General Nutrition  
- Agriculture, Food, and Environment  
- Student's specialization  
- Defense of the written research proposal prepared by the student

Food Policy and Applied Nutrition  
- General Nutrition  
- Food Policy  
- Student's specialization  
- Defense of the written research proposal prepared by the student

Biochemical and Molecular Nutrition  
- General Nutrition  
- Nutritional Biochemistry  
- Student's specialization  
- Defense of the written research proposal prepared by the student

Nutritional Epidemiology  
- General Nutrition  
- Nutritional Epidemiology  
- Biostatistics  
- Defense of the written research proposal prepared by the student

The General Nutrition component of the exam will cover subjects related to the general science of nutrition as well as the application of that science to policies and programs.

Students who wish to be examined in an area other than their specialization may petition the Curriculum and Degrees Committee, with the approval of their Academic Advisor, to be examined in a different area. Areas for examination must be supported by at least three credits of graduate-level course work, which may be taken outside the Friedman School.

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

III D 4. The Examining Committee

When a student and the Academic Advisor agree that the student is prepared to take the Qualifying Exam, the student submits a written request for the exam to the Dean for Academic Affairs. The request must specify the testing areas as described above, and must be signed by the student and the Academic Advisor. The Examining Committee, including a Chair, is appointed by the Dean for Academic Affairs.

The Examining Committee is composed of three individuals with doctoral-level degrees. At least two members must be Friedman School faculty members. No two examiners may be from the same laboratory or research group. A student's Academic Advisor may not be a part of the examining committee. A student may request in writing to the Dean for Academic Affairs that a specific faculty member not be appointed to the examining committee. This information will be held in confidence. Only one such request may be made.
III D 5. Scheduling the Exam

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

III D 6. The Format of the Exam

III D 6a. Exam Overview

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

An overview of the examination process follows.

(1) Students will be given a research question and will have seven days to develop a written response in the form of a research proposal;

(2) Faculty examiners will have two weeks to review the written response;

(3) The oral Qualifying Examination and the date the research question is given to the student will be scheduled at the same time. The oral exam will take place at least three weeks after the student receives the question;

(4) The student will submit the written proposal at least two weeks before the oral exam, and will proceed directly to the oral Qualifying Examination without any feedback from the examiners or from any other person on the content or quality of the written research proposal;

(5) Defense of the written research proposal will be one of four areas of examination during the Qualifying Examination;

(6) Failure of any one of the four areas of the Qualifying Examination will constitute a failure of the oral examination;

(7) A failure of the research proposal component can result from an inappropriate written proposal or a failure of its oral defense’

(8) A failure of the research proposal component will be handled in the same manner as would a failure in the other examination areas, as follows:
(a) General areas of deficiency or weakness will be communicated to the student to help in preparation for a second examination.

(b) Whether or not the student passed the research proposal component at the first qualifying examination, the research proposal remains a topic area for examination at the second qualifying examination.

(9) Under some circumstances a student may be required to modify or rewrite the proposal even if the student fails the research proposal component of the qualifying examination. However, a new research question can be assigned at the discretion of the examination committee.
III D 6b. Written Research Proposal Component

(1) Purpose of the Written Component

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

- Explain the significance of a research question in the context of current knowledge;
- Develop one or more testable hypotheses from a broadly stated research question;
- Specify valid, measurable variables to be used to test the research hypothesis(es);
- Develop a feasible research design and employ appropriate tools to collect needed data to test the hypotheses;
- Design appropriate, relevant statistical analyses for these hypotheses in the context of the proposed design;
- Specify the logistics, timing, and resources required to conduct the proposed study;

Describe the expected findings of the proposed study, identifying the new knowledge that they provide, and indicate their potential implications, and any limitations relative to the research question.

(2) Format of the Research Question

The examination question takes the form of a research topic relevant to the student's program of study.

The question is stated in a manner that will allow the student the opportunity to develop one or more specific research hypotheses.

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

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

(3) Format of the Written Component of the Qualifying Exam

One of two research proposal formats will be used, since the format of research proposals differs for policy-oriented fields (section 3a) and for the nutritional biosciences (section 3b). Students studying in the food and nutrition policy domain will prepare proposals in a format required by funding agencies such as the US Department of Agriculture, US Agency for International Development and related organizations. Students studying the nutritional biosciences will generally need to follow the formats used by the US National Institutes of Health. The format to be used will be determined.
by the examination committee, and will be specified in the communication from the Dean for Academic Affairs to the student informing him/her of the composition of the Qualifying Examination Committee.

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

General Instructions

The proposal should be understandable by a scientifically literate reader who does not have direct experience with the focus of the proposed research. Table 1 below lists typical elements, the maximum total length and approximate lengths for each element.

The proposal should be double spaced using 12 point font. Use standard paper size (8 ½” x 11) with at least 1 inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins except page numbers. Color graphics may be used, but distinctions should be visible in grayscale when the proposal is printed and reviewed by examiners in black and white.

<table>
<thead>
<tr>
<th>Table 1. Research Proposal Elements for Students in Food and Nutrition Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Element</strong></td>
</tr>
<tr>
<td>Abstract</td>
</tr>
<tr>
<td>Problem statement</td>
</tr>
<tr>
<td>Motivation and objectives</td>
</tr>
<tr>
<td>Contribution to the literature</td>
</tr>
<tr>
<td>Anticipated results and impact</td>
</tr>
<tr>
<td>Research design</td>
</tr>
<tr>
<td>Hypotheses</td>
</tr>
<tr>
<td>Study design and data requirements</td>
</tr>
<tr>
<td>Analysis plan and statistical methods</td>
</tr>
<tr>
<td>Logistics, timing and resource requirements</td>
</tr>
<tr>
<td>Ethics and protection of human subjects</td>
</tr>
<tr>
<td>References, tables and charts</td>
</tr>
</tbody>
</table>

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

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

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

Motivation and objectives (≈2 pages)
This section typically provides a brief summary of the situation that your research aims to improve, and the goals that your research can realistically achieve. Your motivation and objectives should be sufficiently broad as to interest the funder and a wide range of readers, and yet specific enough to be feasible for you. You may use the public health language of long-term goals, specific aims and principal outcomes, or use the program design terminology of strategic objectives and intermediate results, as long as the reader can clearly see why investing in this project is likely to be worthwhile.

Contribution to the literature (≈4 pages)
This section places your work in the context of previous research, identifying the specific precedents that you will use in your work. This is not a literature review of everything written on your topic, nor a systematic review of previous results, but a specific reference to the previous publications that establish the importance of your problem and the validity of your approach. Your goal should be to establish why the particular methods and data sources you propose are likely to generate robust new findings.

Anticipated results and impact (≈2 pages)
Before specifying your own research design, it is often useful to explain what you are looking for, to explain what changes in programs, policies or practices might follow from successful pursuit of your research. This section answers the “so what?” question regarding how your contribution to the scholarly literature might influence real-world outcomes.

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

Hypotheses (≈1 page)
This section, sometimes called “Theory”, provides the logical framework through which you intend to interpret the data you observe. Most studies derive hypotheses from a combination of previous observations and logical inferences, which you should summarize briefly here.

Study design and data requirements (≈10 pages)
This section describes how you will observe things in such a way as to test your hypotheses. In some cases, you will use a randomized trial, field experiment or other methodology with a tightly controlled data collection process. In other cases, you will use surveys or other observational data in which statistical techniques play a larger role in hypothesis testing. You may also be collecting data to populate and calibrate a simulation model, or conducting qualitative research of various kinds. This section should describe how you will obtain all of the data you anticipate needing, and why you believe those data to be sufficient to fulfill your objectives. The section should also highlight how your design has addressed limitations of previous work, what limitations
Analysis plan and statistical methods (≈6 pages)
This section describes how you will interpret your data to test your hypotheses. In a few cases, the methods are largely embodied in the data collection strategy, so very little interpretation is needed. For example, an ideal randomized trial might permit outcomes across treatments to be compared directly with no transformation of the data and only the simplest statistical test. In most studies, however, the raw data must be transformed and interpreted using a variety of statistical techniques trusted by scholars in that field.

**Logistics, timing and resource requirements (≈3 pages)**
This section should summarize the timeline of your research in a bulleted list or table of milestones to be reached in each period of time, typically in expressed in months over the expected duration of the study, and any other logistical information needed for readers to understand how your work is likely to be implemented. The section should then itemize the resources required in terms of people, transportation and lodging, software, equipment, supplies and so forth. You do not need to identify the monetary cost of each resource, but must show that you have thought through the logistics and timing of your research, and how it could realistically be conducted if funds were available. Summarize the list of resources required in a clear, carefully-formatted table using a standard budget format, with rows for specific items and columns for any needed description of those items and the quantity required. The typical sequence starts with personnel time in days, or as a percentage of full-time-equivalent (FTE) per month, then travel showing the number and duration of trips to each destination, and any needed software, equipment and supplies. For this proposal, you need to list only the quantities, whereas for an actual grant you would list prices and total expenditure including fringe benefits for personnel, and indirect “overhead” costs for institutional support. After the table of resource requirements, you should write a brief justification the quantities of each item listed.

**Ethics and protection of human subjects (≈2 pages)**
If human subjects are involved in the research plan, address each of these elements:
- Briefly state proposed methods for recruiting any human subjects
- Summarize the process for obtaining informed consent (who will obtain, where/how, from whom, in what form)
- Explain how confidentiality will be managed
- Describe any known potential risks to subjects (physical, psychological, financial, legal, or other) and how these risks will be minimized
- Describe how any benefits (to individual participants and/or to society) outweigh these risks.

Students may wish to consult the SBER/IRB website for further information about how to appropriately respond to this section: [http://www.tufts.edu/central/research/IRB](http://www.tufts.edu/central/research/IRB).

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

General Instructions
The proposal should be understandable by a scientifically literate reader who does not have direct experience with the focus of the proposed research. Table 2 below lists the required elements and the maximum length for each element.

The proposal should be double spaced using 12 point font. Use standard paper size (8 ½” x 11) with at least 1 inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins except page numbers. Color graphics may be used, but distinctions should be visible in grayscale when the proposal is printed and reviewed by examiners in black and white.

| **Table 2. Research Proposal Elements for Students in Nutritional Biosciences** |
|----------------------------------|-----------------------------|
| **Required Elements**            | **Maximum Length**          |
|                                  | (Double Spaced Pages)       |
| Project Summary                  | 2                           |
| Specific Aims                    | 2                           |
| Research Strategy                |                             |
|  Significance                    | 4                           |
|  Approach                        | 18                          |
| Human Subjects and/or Vertebrate Animals | 2                        |
| Resources and Resource Justification | 2                      |
| References                       | No limit                    |

**Project Summary** (up to 2 pages)

The purpose of the Project Summary/Abstract is to succinctly describe succinctly major aspects of the proposal. The following elements should be included:
- A brief background of the project
- Specific aims, objectives, or hypotheses
- Significance and relevance of the proposed research to nutrition and health
- Methods
- Expected results
- A description of how results will affect research in the field

**Specific Aims** (up to 2 pages)

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

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

**Research Strategy**

**Significance** (up to 4 pages)
In this section summarize existing knowledge in the area of the project topic. Explain the importance of the problem and the importance of the hypothesis to be tested. Indicate how results will fill knowledge gaps and will advance the field.
Approach (up to 18 pages)

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

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

Human Subjects and Vertebrate Animals (up to 2 pages)

If human subjects are involved in the research plan, address each of these elements:
- Briefly state proposed methods for recruiting any human subjects
- Summarize the process for obtaining informed consent (who will obtain, where/how, from whom, in what form)
- Explain how confidentiality will be managed
- Describe any known potential risks to subjects (physical, psychological, financial, legal, or other) and how these risks will be minimized
- Describe how any benefits (to individual participants and/or to society) outweigh these risks.

Students may wish to consult the SBER/IRB website for further information about how to appropriately respond to this section: http://www.tufts.edu/central/research/IRB.

Resources and Resource Justification (up to 2 pages)

Summarize the resources needed to complete all phases of the proposed research. Use the format in Table 3 below; the text in italics provides examples only and should not be included in your Resource table. Quantify the number or amount of needed resources. Do not indicate the cost of resources.

In a section labeled Resource Justification that follows the Resource table, briefly state the justification for each resource (1-3 sentences for each resource). State how and why the number or amount for each resource was calculated.

<table>
<thead>
<tr>
<th>Table 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resources for Entire Project Period</strong></td>
</tr>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td>Personnel (role and % effort)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Revised August 2014
III D. Oral Qualifying Examination

(4) Preparation of the Research Proposal Component of the Qualifying Examination

The written research proposal should reflect the student’s knowledge and preparedness to undertake doctoral research. The student should receive no assistance from the faculty or students or any other person when preparing the written examination except for clarification from the chair of the examining committee. The student should receive no feedback from any person after submitting the written examination and before taking the oral examination.

(5) Administration of the Written Proposal Question

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

III D 6c. Oral Qualifying Examination

(1) Format

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

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

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

See Appendix 19 for Friedman School Doctoral Qualifying Exam Performance Assessment Rubric.
III D 7. Preparation for the Oral Qualifying Exam

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

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

The process of identifying satisfactory and unsatisfactory qualifying examinations is largely subjective, making standard criteria for evaluation difficult to establish and implement. However, to assist the examiners in the evaluation of the research proposal and its oral defense, and to provide some consistency to evaluation of examinations and to the students' expectations, the statement of the rationale for the research proposal component of the examination (provided above) should be applied as broad criteria for evaluation of the various sections of the proposal (Table 1). The percentages in Table 1 suggest the approximate priority of each section for faculty evaluation. The evaluation of each section should consider and combine performance on both written proposal and the oral defense, with greater weight on the latter.

<table>
<thead>
<tr>
<th>Table 1. Qualifying Exam Format</th>
<th>Suggested maximum length* (Double-spaced pages)</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract (one-page maximum, not counted in the total)</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>Background</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Significance of research question in context of current knowledge</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Research hypothesis</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Research design and methods</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>- Specification of study variables</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>- Study design (including relevant data collection methods)</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>- Sample size (including power calculations) and analytic model and statistical methods</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>- Logistics, timing, and resources</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Potential findings, implications, and limitations</td>
<td>2</td>
<td>10</td>
</tr>
</tbody>
</table>

* Maximum length: 15-25 double-spaced pages (excluding references and one-page abstract).

The evaluation process starts during the two weeks after the student submits the completed proposal when the examiners consider the written response individually. The committee may choose to meet prior to the qualifying examination date to discuss the

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written proposal, but under usual circumstances the examination committee may wish to meet and discuss the proposal when it convenes for the qualifying examination prior to the start of the actual examination. Weaknesses in the written proposal should be probed at the qualifying examination to identify if the student has an understanding of any flaws and can suggest appropriate changes in the proposal to correct or minimize potential problems.

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

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

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

III D 9. Exam Outcomes

Students may take the qualifying exam no more than twice.

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

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

III E. The Doctoral Dissertation

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

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

Dissertations are intended to lead to the publication of results in scholarly literature. Dissertations themselves are a form of publication and are presented in a public forum as a requirement for completion of the degree. Therefore, students should not undertake dissertation research on projects that involve proprietary data or data covered by a confidentiality agreement if presentation or publication of their dissertation research will be restricted or delayed by such agreements. The student and the dissertation advisor are responsible for ensuring that presentation and publication of dissertation research will not be subject to such delay or restriction. Students should be aware that some peer reviewed journals will not accept for publication data that have already been publically disseminated. Thus, prior to defending their dissertation, students should not disseminate any part of their dissertation in a form that could jeopardize subsequent publication.

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

III E 1. The Dissertation Advisor

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

III E 1a. Roles and Responsibilities of the Dissertation Advisor

Broadly, the Dissertation Advisor serves as the point of communication between the Dissertation Committee and the student, as well as between the Dissertation Committee and the Dean for Academic Affairs. The specific duties of the Dissertation Advisor are to:

(1) Work with the student to identify potential dissertation projects;

(2) Help the student identify and secure resources to support the research;

(3) Oversee the development of the Proposal including (but not limited to) methods, preliminary data, assessment of project feasibility;

(4) Determine when the Letter of Intent (preliminary Dissertation Proposal) is ready to be submitted to the Dean for Academic Affairs for formal approval;

(5) Work with the student to identify potential committee members with appropriate expertise to support the dissertation project;
(6) Mentor the student through all phases of the dissertation project including reading and editing drafts of the Proposal and dissertation;

(7) Chair all dissertation committee meetings;

(8) Oversee the fulfillment of the responsibilities of the Dissertation Committee;

(9) Approve the completed final draft of the dissertation for the final reading by the Dissertation Committee;

(10) Submit the appropriate paperwork to the Office of Student Affairs so that the degree may be awarded.

III E 1b. Changing the Dissertation Advisor

Students who wish to change Dissertation Advisors should discuss the matter with the Dean for Academic Affairs. Requests to change Dissertation Advisors will be considered on a case-by-case basis. If a change is approved, the Dean for Academic Affairs appoints the new Dissertation Advisor and informs the former Advisor and the Office of Student Affairs of the change.

If the Dissertation Advisor leaves the Friedman School, the student should contact the Dean for Academic Affairs to develop a plan as soon as possible. If work on the Proposal or the dissertation is not far advanced, the student is encouraged to choose a new advisor from the Friedman School faculty. Other options, depending on the stage of the research, include but are not limited to the following.

(1) The student may choose to change the dissertation project and advisor. This will require submission and approval of a new Proposal.

(2) The student may choose to continue work on the project and complete the project at the Friedman School. In this case, the student may be supervised from afar by the original Dissertation Advisor.

(3) The student may choose to move to the Dissertation Advisor’s new institution to complete the dissertation research.

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

III E 2. The Dissertation Committee

Prior to the start of dissertation research, the student and the Dissertation Advisor work together to develop a potential dissertation project. The project is submitted to the Dean for Academic Affairs for preliminary review in the form of a Letter of Intent (including a separate Statement of Student’s Independent Intellectual Contribution and Statement of Preparedness for Dissertation Research (see Sec. III E 3 a., “The Letter of Intent,” etc.). At the time the student submits the Letter of Intent, s/he also identifies potential members of the Dissertation Committee in addition to the Dissertation Advisor. These should be individuals who have specific expertise that will be useful to the student during the dissertation research. The student should discuss potential committee members with the Dissertation Advisor and, with the Advisor’s agreement, should contact them to determine their willingness to serve on the Dissertation Committee. The student must also submit a Letter of Intent Approval Form signed by their potential committee members.
members. This form can be found on the Forms pages of the Friedman School website. Committee members are appointed by the Dean for Academic Affairs at the time of approval of the Letter of Intent.

III E 2a. Roles and Responsibilities of the Dissertation Committee

The Dissertation Committee serves two roles. First, the members act as advisors to the student, helping the student to assess research questions and to overcome problems associated with the dissertation research. Second, the members give objective assessment of the student’s progress throughout the research process. This includes final assessment of the acceptability of the Dissertation Proposal, assessment of the progress of the research, and final assessment of the acceptability of the dissertation and the dissertation research.

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

III E 2b. Composition of the Dissertation Committee

The Dissertation Committee consists of a minimum of three members, of whom at least two must hold faculty appointments at the Friedman School. The Dissertation Advisor, a Friedman School faculty member, serves as chair. Committee members normally hold doctoral degrees, but this requirement can be waived upon petition to the Dean for Academic Affairs. Only one member of a Friedman School laboratory or research group (such as an HNRC CRIS unit) may serve on a three-member committee. Up to one additional member of a research group may be added to a Dissertation Committee upon written petition to the Dean for Academic Affairs. Petitions should include the name of the proposed additional member, specific expertise s/he will provide, and the reason this expertise is needed. Specific requests regarding the composition of the committee are listed on the Letter of Intent Approval Form, available on the Friedman School website’s Forms page.

III E 2c. Compact Between Doctoral Candidates and their Dissertation Committee

The Compact, which can be found in the Forms section of the Friedman School website, describes a set of guiding principles and specific commitments between the doctoral student and the thesis advisor, committee members and in some cases also other research mentors. In signing this compact, the student and their committee chair acknowledge these principles and agree to take primary responsibility for pursuing these goals, while each committee member (and, optionally, other research mentors) agrees to support that effort and provide additional mentorship following these principles and mutual commitments.

The Compact should be discussed and signed by the doctoral student and thesis advisor when an agreement is reached to work together on the doctoral thesis. This may take place before or after the Qualifying Examination, and should be completed no later than when the thesis Letter of Intent is submitted. The student should discuss the Compact with each thesis committee member and obtain signature at any point after the committee is named, and all signatures should be obtained no later than the first thesis 

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committee meeting. Additional research advisors who are not committee members may also be asked to sign the compact, for students who work closely with them.

The student should provide electronic, paper scans or photocopies of the signed compact to the thesis advisor and committee members, and a copy should be submitted to the Office of Student Affairs.

III E 2d. Changing Dissertation Committee Membership

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

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

III E 2e. The Dissertation Committee Meeting

It is the responsibility of the dissertations advisor to ensure that Dissertation Committee meetings are held according to Section III A. “Summary of the Requirements for the Ph.D. Degree,” item 5. Recurrent problems with scheduling should be discussed with the Dean for Academic Affairs.

The first formal committee meeting must take place within one month of the approval of the Letter of Intent and appointment of the Dissertation Committee. After the first meeting, the Dissertation Committee must meet at least once every four months. All Committee members must be present at the first meeting. Thereafter, a Dissertation Committee meeting will be considered official if no more than one member is absent. However, the Dissertation Advisor must be present either in person (preferred) or via conference call at every meeting. The student must provide the absent members with a copy of the Dissertation Committee meeting report form and copies of all written materials presented at or resulting from the meeting.

At the first Dissertation Committee meeting, a formal time line should be developed for the work leading up to the Dissertation Proposal and for the completion of the dissertation research. The Committee will also comment on the Letter of Intent and begin advising the student on the proposed research.

After each committee meeting, the Dissertation Advisor completes a Committee Meeting Report Form summarizing the results of the meeting and specifying in writing the next steps that the students must perform, and submits it to the Office of Student Affairs. The report includes a time line for completion of the Proposal and the Dissertation, with the time line updated at each subsequent meeting. The form requires the signatures of the student and the Committee members. A faxed copy of the signed form is acceptable for all Committee members except the Dissertation Advisor.

At subsequent meetings, the student will report his or her progress to the committee. The Committee may require the student to submit a progress report at a specified time prior to the meeting. The Committee will offer advice based upon the student's

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presentation. Collectively, the student and the Committee will assess the progress of the student toward the completion of the Dissertation Proposal and later the dissertation research.

III E 2f. Authorship of Papers Arising out of Student Dissertations

Early in the process of planning the dissertation, the student and the Committee should identify the individual papers to be written, the expected contributions of the Committee members to each paper, and probable authorship. (See Appendix 2, Guidelines for Authorship.)

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

(1) Overseas Research

If a student is conducting research outside of North America, the following adaptation of the normal process must be followed regarding the interaction of the student with the Dissertation Committee.

(a) Every four months the student must submit a written progress report (which may be E-mailed) to the Dissertation Advisor. This report should detail:

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

(b) The Dissertation Advisor distributes a copy to each Committee member and convenes a meeting of the Committee, even if the student cannot be present, to discuss the report and the student’s progress.

(c) Within one month of receiving the progress report, the Dissertation Advisor responds in writing (or by E-mail) to the student concerning the contents of the progress report. The Dissertation Advisor may summarize the comments of the other Committee members, or the members may send individual comments to the student. Copies of all written or E-mailed responses are submitted to the Friedman School Office of Student Affairs and shared with all the Committee members.

(d) Students conducting overseas research must meet with the Dissertation Committee at least once every two years. At least three members of the Dissertation Committee must be present at this meeting; one of these members must be the Dissertation Advisor.

(2) Off-site Research Within North America

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

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

III E 3. The Dissertation Proposal Process

III E 3a. -The Letter of Intent,
-Provisional Approval of the Letter of Intent and Appointment of the Dissertation Committee,
-Statement of Student's Independent Intellectual Contribution,
-Statement of Preparedness for Dissertation Research, and
-Preliminary Review of the Proposal.

**Letter of Intent**

The Letter of Intent is developed with the help of the Dissertation Advisor and must be submitted within three months following the successful completion of the qualifying exam. BMN and NEPI students must submit their Letter of Intent no later than two months after passing their qualifying exam. The Letter of Intent is intended to demonstrate the novelty and feasibility of the dissertation research, and to help ensure that the proposed project will generate a body of data and results sufficient for a doctoral dissertation. Along with the Letter of Intent, the student submits a letter or cover sheet stating the names of suggested individuals willing to serve on the Dissertation Committee (see above).

The contents of the Letter of Intent are as follows:

(1) A description of the significance of the project (recommended length: one-half page);

(2) The specific aims of the dissertation research (recommended length: one page);

(3) A brief description of the methods to be used. In this section the student must demonstrate that s/he has expertise in the methods or that s/he has direct access to individuals with the required expertise. A statement of the feasibility of the methods should also be included (recommended length: one page);

(4) The logistics and schedule/time line of the proposed research (recommended length: one-half page);

(5) Resources and support for the project. This pertains to the funds needed to complete the proposed project, covering supplies and equipment, staff, travel costs, printing expenses, postage, etc. (recommended length: one-half page);

The entire Letter of Intent may be no longer than five pages (excluding references). The Letter of Intent should be double spaced, 12-point type, and have 1” margins. If the page requirements are not adhered to, the Letter of Intent will be returned unread.

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

There may be extraordinary circumstances and opportunities under which students identify a topic for their Ph.D. dissertation research prior to the completion of their doctoral qualifying exam. For example, the imminent start of an experiment/study as dictated by funding sources. In such cases, the student should work with his/her presumed dissertation advisor to develop a Letter of Intent (LOI), identify potential dissertation committee members, and submit a request for provisional approval of the LOI and dissertation committee to the Dean for Academic Affairs. The intent of the provisional approval of the LOI and appointment of the dissertation committee is to ensure that all doctoral students receive the appropriate guidance and direction in their research before substantive work is completed. Prior to initiating a request for provisional approval it is strongly suggested that the student should discuss the situation with their faculty supervisor and department chair.

Students should not begin their dissertation related research work until the LOI is provisionally approved and the dissertation committee is appointed by the Dean for Academic Affairs; dissertation related activities include formulation of specific aims and hypothesis, submission of institutional regulatory board documents and data collection. Please refer to the subsequent section entitled Letter of Intent for details and steps in the submission process. Once the LOI is provisionally approved and the Dissertation committee is appointed it is the responsibility of the dissertation advisor to ensure that dissertation committee meetings are held according to the schedule in section III E 2d. The timing of these meetings will be monitored by the Friedman School as for all doctoral students.

Timeline for doctoral students with “provisionally approved LOIs”: After the successful completion of the Ph.D. qualifying exam, students with a provisionally approved LOI must resubmit their LOI within one month, including any updates to the original LOI, and request the Dean for Academic Affairs to formally approve the LOI and the Ph.D. dissertation committee. If necessary, the dissertation advisor or the student may request changes to the dissertation committee membership at this time using procedures outlined in section III E 2c. Students must defend their dissertation proposal within 2 months from the formal approval of the LOI.

Students who do not pass the Ph.D. qualifying exam after 2 attempts will be withdrawn as a doctoral candidate from the Friedman School. Any research projects in which the student was involved may continue with the approval of their advisor/supervisor but this research will not qualify as evidence for a doctoral dissertation at the Friedman School (see section III A. for the summary of Ph.D. degree requirements).

Statement of Student’s Independent Intellectual Contribution

Intellectual contribution is defined as a substantial, direct, intellectual contribution to the conception and/or design of the research. This is different from technical services, which, although essential to the work, are not in themselves sufficient contributions to justify intellectual contribution. Examples of intellectual contributions include, but are not limited to, significant input in the development of the study hypothesis, design of the study, development of study protocols, identification of study methodology, development or modification of methodology used in the project or development of new applications, unique settings for use of existing methodology, or responsibility for independent analysis and interpretation of results. (1 page maximum)
The statement should be read and approved by all those whose names are being submitted as potential dissertation committee members.

**Statement of Preparedness for Dissertation Research**

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

The statement should be read and approved by all those whose names are being submitted as potential dissertation committee members. The committee as a whole should discuss the statement with the candidate at the first committee meeting. At that time, the statement should be modified if necessary, approved unanimously by the committee, and made part of the formal dissertation record. The candidate or any committee member may ask that the statement be reviewed and modified at any time during the course of the research. The statement should be revisited and, if necessary, revised whenever a substantial change in the research is proposed.

The statement should follow the following outline. If a particular skill set does not apply to the proposed research, the student should so indicate.

Contents of the Statement of Preparedness are as follows:

1. **Mastery of specific content areas**: Describe the areas in which the research will take place, the candidate's preparation to date (coursework and experience), and any additional preparation needed before work can begin. Also, describe any background work that must be done while the research is ongoing.

2. **Protection of human subjects**: For research involving human subjects, state whether the candidate has received a certificate of completion for an approved program on protecting human subjects. Give the date on which it was awarded.

3. **Laboratory techniques**: Describe any laboratory techniques that will be used, the candidate's experience with these methods, and any additional work that must be done for the candidate to become proficient in these methods.

4. **Nonlaboratory data collection methods**: Describe any nonlaboratory data collection methods that will be used. These include, but are not limited to, focused discussion groups, surveys and questionnaires, diet intake instruments, and anthropometric measures. Describe the candidate's experience with these techniques and any additional training that must be obtained for the candidate to become proficient in these methods.

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

6. **Statistical analysis techniques**: Describe in detail the procedures and means by which the data will be analyzed and interpreted. Describe the candidate's experience with these methods. If additional training will be needed, describe how it will be obtained (such as coursework or independent study).
The Dean for Academic Affairs reviews the Letter of Intent, Statement of Student's Independent Intellectual Contribution and Statement of Preparedness within one month of their submission. If the Letter of Intent is approved, the Dean for Academic Affairs sends written notice of approval and formal appointment of the Dissertation Committee to the Office of Student Affairs, which will inform the Dissertation Advisor, the student, and the Committee Members. If the Letter of Intent is not approved, the Dean for Academic Affairs informs the student and the Dissertation Advisor in writing of the reasons for the disapproval. A revised Letter of Intent is submitted within one month of the student's receipt of the disapproval notice.

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

III E 3b. The Full Dissertation Proposal

The Dissertation Proposal is developed in consultation with the Dissertation Advisor and the Dissertation Committee, who must approve the Proposal after a formal, public defense. The Proposal specifies the research questions to be answered and methods to be used in the dissertation research. Changes in the research plan leading to the dissertation are expected even after the Proposal has been accepted. However, once the Proposal has been accepted by the Dissertation Committee, it serves as a contract between the student and the Dissertation Committee. Any substantial changes in the proposed research must be approved by the Dissertation Committee.

If the dissertation topic is changed, a new Letter of Intent must be submitted to the Dean for Academic Affairs. If, in the development of the research proposal or during the progress of the research, the dissertation topic changes so that it does not reflect the original Letter of Intent, a new Letter of Intent must be submitted to the Dean for Academic Affairs. The new Proposal must be successfully publicly defended. The student’s timeline will restart after the new Proposal is approved.

III E 3c. Content and Format of the Dissertation Proposal

(1) Content

(a) Abstract

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

(b) Table of Contents

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

(c) Research Plan

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

ii. Background and Significance

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

iii. Preliminary Studies/Data

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

iv. Research Design and Methods

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

v. Potential Limitations or Difficulties

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

vi. References

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

vii. Time Line

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

viii. Budget

- Annual Budget

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

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

(2) Format Requirements

All sections are typed using a 12-pitch or 10 cpi type. Except for the Abstract and references, which are single spaced, the Proposal is double-spaced. There must be no more than six lines of text per vertical inch. Figures, charts, tables, figure legends, and footnotes may be smaller but must be clear and legible. Margins are one inch. Page numbering is bottom center.

The Proposal is limited to 30 pages, excluding the Abstract and Table of Contents, but including references. Appendices are discouraged but will be accepted for materials that are necessary for a proper review of the Proposal but do not fit the format as described below (such as questionnaire drafts). Appendices are not to be used to circumvent page limits.

III E 3d. Proposal Presentation and Approval

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

Immediately following this presentation, the student meets with the Dissertation Committee in executive session to assess the suggestions made and decide whether any modifications should be made to the Proposal. Once a decision has been reached, the Dissertation Committee agrees whether to approve the Dissertation Proposal, with or without changes. Required changes must be itemized in writing and signed by the Committee members and the student. If the changes are minor, the list of itemized changes may be submitted with the approved Dissertation Proposal Cover Sheet; these changes are considered part of the Proposal. If the changes require rewriting the Proposal, then approval is withheld until the Proposal is acceptable in the unanimous judgment of the committee. At that time, the Dissertation Proposal Cover Sheet, signed by the committee members and the student, is submitted to the Friedman School Office of Student Affairs along with a copy of the approved Proposal. A second public defense is not required. Each member of the Dissertation Committee also receives a copy of the Dissertation Proposal as approved.

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

No more than one year may pass between passing the Qualifying Exam and formal approval of the Dissertation Proposal.
III E 4. The Written Dissertation

III E 4a. Content and Organization

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

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

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

7. Methods

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

8. Articles or Chapters

Research papers are generally written for submission to a specific professional journal. The student should identify the journal where the research paper has been (or will be) submitted and follow that journal's specific instructions for the format of the research paper.

Each research paper is a complete, stand-alone article containing an abstract, statement of the problem and its significance, methods, results, discussion, and conclusions, and list of references in the format of the appropriate journal.

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

Revised August 2014
(9) **Summary and Discussion**

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

(10) **Bibliography**

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

(a) The dissertation may contain, at the end, a single, comprehensive list of all literature referred to anywhere in the dissertation, including in the articles (even though they have their own lists of references). The format of the bibliography should be consistent with one of the standard manuals of style (such as Turabian, Strunk and White, or the Chicago Manual of Style).

(b) A reference list may be provided at the end of every chapter. The list may be alphabetical by author, or in order of citation in the chapter.

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

(11) **Appendices**

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

**III E 4b. Style and Documentation**

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

In instances where a portion or portions of the dissertation have already been published, a reprint may be incorporated within the dissertation, provided that it conforms to the necessary margin requirements. Pages must be numbered in the upper right-hand corner, 3/4 inch from the top and the right-hand edges of the page. The abstract, plus any prefatory material, must be numbered in lower-case roman numerals. The

Revised August 2014
dissertation proper, from the introduction through the appendices, must be numbered consecutively in arabic numerals. Figures must be oriented in an orientation that allows easy reading of the figure in the bound dissertation, e.g., with the X axis on the bottom or on the outer margin of the page. Figure legends are incorporated into the research papers as defined by the style of the journal where the manuscript will be sent for publication.

III E 5. Final Reading and Defense of the Dissertation

The dissertation defense constitutes the final evaluation of the student and the dissertation work prior to the awarding of the doctoral degree. This process has three parts. After receiving the Advisor's approval, the student first submits the dissertation to the Dissertation Committee for a final reading and evaluation of its suitability for defense. If the entire committee agrees that the dissertation is acceptable with no changes or with minor changes, the student schedules a Dissertation Defense. The Dissertation Defense is in the form of a seminar that is open to the Tufts Community and consists of a presentation and an open question-and-answer period. Immediately after the presentation, the Dissertation Committee meets in executive session to decide whether the student has passed the Defense and if so, whether it is with no changes, with minor changes or with major changes (see Sec. III D 5b (3) "Final Approval of the Dissertation").

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

III E 5a. Scheduling and Deadlines

With the consent of the Dissertation Advisor, the doctoral candidate must submit a completed, printed copy of the entire dissertation, in the form in which it will be defended, to each member of the Dissertation Committee for a final reading at least two weeks before the Committee meeting at which it will be reviewed. The Dissertation Committee will make a decision regarding the acceptability of the dissertation for defense within four weeks. If the Committee approves the dissertation for defense, the student schedules the defense with at least two weeks’ notice. All Dissertation Committee members must be present at the defense.

Students should not expect dissertation committees to be available during the summer (June through August), although some committees may be available and willing to read the complete dissertation at that time.

III E 5b. The Format of the Defense

(1) Final Reading

A minimum of two weeks following the submission of the dissertation to the Dissertation Committee for final reading, the Dissertation Committee meets to decide on its acceptability for public defense. The Committee’s decision must be unanimous. The
Dissertation Advisor informs the student of the result of the Dissertation Committee review. There are three possible outcomes of this review.

(a) The dissertation may be found **acceptable for public defense**. This indicates that the dissertation requires few or no changes. If the dissertation is judged acceptable, the student schedules a public presentation of the dissertation research to be followed by a question-and-answer period and final evaluation of the dissertation by the Dissertation Committee.

(b) A dissertation may be found **unacceptable for public defense**. This indicates that the dissertation requires major changes before it will be found acceptable; this may require major rewriting, re-analysis or additional analysis, or repeating experiments. In this case, the committee informs the student of the reasons why the dissertation is unacceptable, and the work that needs to be done to make it acceptable. This is reported in writing to the Dean for Academic Affairs and to the student. When a dissertation is found to be unacceptable, a revised copy must be resubmitted to the entire Dissertation Committee for final reading.

(c) A dissertation may be **rejected**. In this case, the student schedules a Dissertation Committee meeting, at which the committee informs the student of the reasons why the dissertation is rejected and reports this in writing to the Dean for Academic Affairs and to the student. When a dissertation is rejected, it may not be resubmitted. However, the student may work with the Dissertation Advisor to develop a new Dissertation Proposal.

(2) **The Oral Presentation**

Students whose dissertations have been found acceptable for public defense must present their dissertation research to the Tufts University community within four weeks of the decision of acceptability. Because this presentation is followed by a final review of the dissertation by the Dissertation Committee, all committee members must be present. The presentation includes a clear and concise statement of purpose, a description of the research questions, the methods used to test specific research questions, the outcome of the research and the interpretation of the research results. The student should expect to speak for about 45 minutes. The presentation will be followed by a question and answer period mediated by the Dissertation Advisor. All in attendance may ask questions, and the Dissertation Committee may ask specific questions pertaining to the written dissertation. It is expected that this part of the dissertation defense will be conducted in a collegial atmosphere.

(3) **Final Approval of the Dissertation**

Following the dissertation presentation, the Dissertation Committee meets in closed session to make a final assessment of the dissertation. The Dissertation Committee may choose to ask the student additional questions in this closed session. Following this final review, the Dissertation Committee will make a decision whether the dissertation is acceptable with no changes or with minor changes. The possible outcomes are:

(a) **Acceptable.** The dissertation is accepted without further revision. This decision is reported to the Friedman School Office of Student Affairs on the Dissertation Defense Report, which must be signed by all members of the Dissertation Committee. The Committee can sign the Certificate of Fitness and Approval of Dissertation for Binding at this time.
(b) **Acceptable with minor changes.** If a dissertation is found acceptable with minor changes, the dissertation is not formally approved. The necessary changes are discussed thoroughly at the time of the defense and itemized in writing on a Dissertation Changes section of the Doctoral Dissertation Defense Report signed by the Committee members and the student. At the conclusion of the defense, the Committee must submit the signed, completed Dissertation Defense Report and the Dissertation Changes Form to the Friedman School Office of Student Affairs. The student must then submit a revised dissertation. The Dissertation Advisor determines whether the changes have been satisfactorily completed. Upon completion of the necessary changes, the Dissertation Advisor submits an Approval for Binding form indicating that all required changes have been satisfactorily completed. At that time, the dissertation is formally approved.

(c) **Acceptable with major changes.** If a dissertation is found acceptable with major changes, the dissertation is not formally approved. The necessary changes are discussed thoroughly at the time of the defense and itemized in writing on a Dissertation Changes section of the Doctoral Dissertation Defense Report signed by the Committee members and the student. At the conclusion of the defense, the Committee must submit a signed, completed Dissertation Defense Report and the Dissertation Changes Form to the Friedman School Office of Student Affairs. The student must then submit a revised dissertation. The entire Dissertation Committee determines whether the changes have been satisfactorily completed. Upon completion of the necessary changes and approval by the Committee, the Dissertation Advisor submits an Approval for Binding form indicating that all required changes have been satisfactorily completed. At that time, the dissertation is formally approved.

(d) **Unacceptable.** In exceptional cases, the public defense of a dissertation may bring to light problems with the dissertation so grave that the dissertation may be rejected at this point. In such cases, the Committee may reject the dissertation, and the outcome will be the same as if the dissertation had been rejected at the time of the final reading.

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

**IV A. Preparing for Graduation and Board of Trustees Deadlines**

Doctoral students are required to submit an Intent to Graduate form to the Friedman School Office of Student Affairs at the beginning of the semester in which they intend to complete their degrees. Students should discuss their intentions with the Dissertation Advisor prior to this notification.

Degrees are awarded three times per year by the Tufts University Board of Trustees, usually in late August, early February, and mid May. The dates of these meetings are listed on the Academic Calendar, which is available on the Friedman School's web page.

The list of degree candidates, signed by the Dean, is sent to the Academic Affairs Committee well in advance of its meeting. All final work on the dissertation and the filing of forms required for awarding the Ph.D. must be completed before the student's name is sent to the Academic Affairs Committee of the Board of Trustees. **Consequently, doctoral students should plan to have this final work completed and forms filed two weeks before the scheduled dates of the Board of Trustees committee votes.**

The dissertation defense should be scheduled to allow time for changes to be made and all forms to be completed prior to this deadline.
IV B. Requirements for Graduation

Before they can graduate, doctoral students must complete the following steps.

1. Submit the signed and completed Doctoral Dissertation Defense Report (including Part II – Dissertation Changes Form) and Approval of Dissertation for Binding Form. These forms can be downloaded at: http://nutrition.tufts.edu

2. Submit a completed Graduate Check-Out Form and the Notice of Intent to Graduate Form. These forms can be downloaded at: http://nutrition.tufts.edu

3. Submit a bound copy to every committee member upon request. Provide a PDF copy to the Friedman School.

4. Complete the Survey of Earned Doctorates, via the online link.

5. As part of the online dissertation submission process, complete the form to have the dissertation published. Students outside of Boston should contact the Office of Student Affairs so that the appropriate forms can be mailed.

6. Complete an exit evaluation online. You will be notified when it is available for completion via email.
Appendix 1

Course Requirements for Degree Programs and Areas of Concentration in the Friedman School of Nutrition Science and Policy

I. DEGREE REQUIREMENT WORKSHEETS
A. Agriculture, Food and Environment

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Year Taken (W for waiver)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 0201</td>
<td>Fundamentals of Nutrition Science</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0207</td>
<td>Statistical Methods in Nutrition Research I (Policy)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0215</td>
<td>Fundamentals of U.S. Agriculture</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0233</td>
<td>Agricultural Science and Policy I (prerequisite NUTR 0215)</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0238</td>
<td>Economics for Food Policy Analysis</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0307</td>
<td>Regression Analysis for Nutrition Policy</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0333</td>
<td>Agricultural Science and Policy II (prerequisite NUTR 0215 and NUTR 0233)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0341</td>
<td>Economics of Agriculture and the Environment (M.S. only) (prerequisite NUTR 0238 or equivalent)</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Food Policy and Programs - One of the following courses:
- NUTR 0303: Determinants of U.S. Food Policy
- NUTR 0304: Nutrition, Food Security & Development
- EIB E243: Agriculture & Rural Development in Developing Countries (prerequisite EIB E201 Introduction to Economic Theory)

Environmental Policy: The following are pre-approved; other options can also be approved.
- UEP 0207: Environmental Law
- UEP 0279: Water Resources Policy and Planning
- CEE 0241: Biology of Water and Health
- EIB E243: Agriculture & Rural Development in Developing Countries (prerequisite EIB E201 Introduction to Economic Theory)
- DHP P251: International Environmental Negotiations
- DHP P250: Elements of International Environmental Policy

Additional Requirements for Ph.D. Only
- NUTR 0210 or MPH 0222: Survey Research in Nutrition
- Survey Research Methods & Data Management
- NUTR 0301: Nutrition in the Life Cycle
- 0.5 S
- NUTR 0311: Nutrition Data Analysis
- 1 F

Skills Course (1 Credit)
- 1 F/S/Sm

NUTR 0298-C – Professional Internship or Research Practicum (see Policy and Procedures Manual for details)
- Description: ____________________________________________________________________ Date: ____________

Training in Protection of Human Subjects: Required of all FSNSP students for all degrees.
- https://www.citiprogram.org/default.asp

Training Description: ____________________________________________________________________ Date: ____________

Specialization approved by Dean for Academic Affairs ___ / ___ / ___ (minimum of 3 elective credits) May include Skills Course above.

Additional Electives (if needed to meet 16 credit-hour minimum for M.S. degree)

NOTE: To exempt from a requirement on this worksheet please fill out a Petition for Exemption from Required Course or other Degree Requirement Form (http://nutrition.tufts.edu) and return it to the Office of Student Affairs.

M.S. students in the AFE program must enroll in minimum of 16 credits at the Friedman School.

Ph.D. students in the AFE program must meet all the course requirements for the MS degree, either through courses taken at the Friedman School, or by filing a waiver form to recognize preparation elsewhere. Students admitted directly into the PhD program must take a minimum of four credits of coursework while enrolled at the Friedman School, and two or more semesters of the Food and Nutrition Policy Doctoral Research Seminar (NUTR 404)
# B. Biochemical and Molecular Nutrition

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Year Taken</th>
<th>Grade</th>
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<tr>
<td><strong>CORE</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BCHM 223</td>
<td>Graduate Biochemistry (Listed in Sackler catalog as Biochemistry 0223)</td>
<td>2</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 208</td>
<td>Human Physiology</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 370</td>
<td>Nutr. Biochemistry and Physiology: Macronutrients (prerequisites Nutr 0202, Nutr 0208, Biochem 0223 or their equivalents, and Nutr 0225)</td>
<td>1.5</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 371</td>
<td>Nutr. Biochemistry and Physiology: Micronutrients (prerequisites Nutr 0202, Nutr 0208, Biochem 0223 or their equivalents, and Nutr 0225)</td>
<td>1.5</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SKILLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 204</td>
<td>Principles of Epidemiology</td>
<td>1</td>
<td>F/S/Smr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRES 527</td>
<td>Biostatistics I (in Sackler) (common substitution: NUTR 0209)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 309</td>
<td>Statistical Methods in Nutrition Research II (prerequisite CRES 527 or NUTR 0209)</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 236</td>
<td>Practicum in Bioresearch Techniques (requires oral presentation)</td>
<td>1</td>
<td>F/S/Smr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 240</td>
<td>Nutrition Science Journal Club</td>
<td>0</td>
<td>F/S/Smr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 225</td>
<td>Introduction to Modern Biology Techniques</td>
<td>0</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>POLICY</strong></td>
<td>(One of the below or by approval of the Program Director)</td>
<td></td>
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<tr>
<td>NUTR 203</td>
<td>Fundamentals of Nutrition Policy and Programming (Required for FPAN specialization)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
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<tr>
<td>NUTR 228</td>
<td>Community and Public Health Nutrition</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 303</td>
<td>Determinants of U.S. Food Policy (requires consent instructor or NUTR 238)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
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<tr>
<td>NUTR 238</td>
<td>Economics for Food Policy Analysis</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
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<tr>
<td>NUTR 226</td>
<td>The Public Policy of Health Claims for Food</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 325</td>
<td>Science Based Interventions For Child Malnutrition</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
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</tbody>
</table>

Training in Ethical Treatment of Human Subjects: Required of all FSNSP students for all degrees.  

[https://www.citiprogram.org/default.asp](https://www.citiprogram.org/default.asp)

Specialization (a minimum of 3 credits)(see attached Specialization Requirement Worksheet)

**ADDITIONAL REQUIREMENTS FOR PHD STUDENTS**

PhD students are required to satisfactorily complete the grant writing practicum prior to taking the doctoral qualifying exam.

PhD students are required to fulfill all of the above course requirements (based on courses completed before starting the PhD degree or by courses completed during the PhD degree) but not credit hour requirements.

**NOTES**

16 credit minimum is required for the Master of Science. If Nutr 201 or Nutr 202, which are considered prerequisites, are taken for credit, a minimum of 17 credits is required for the Master of Science.

To exempt from a requirement on this worksheet please fill out a Petition for Exemption from Required Course or other Degree Requirement Form ([http://nutrition.tufts.edu](http://nutrition.tufts.edu)) and return it to the Office of Student Affairs.
B. Biochemical and Molecular Nutrition continued

- Specialization Requirement Worksheet

### Specialization in Area of Your Choice (3 credits)
Three credits chosen from Friedman, other Tufts Schools or, other consortium schools (Examples: Cell and Molecular, Immunology, Genetics). See sheet on Trunk for examples of course combinations.

### Laboratory Research Specialization (3.5-4 credits)
One basic science course (Sackler School or consortium school)
A total of three credits devoted to the combination of:
Preparation of a proposal for the research to be conducted
Completion of the proposed research
Preparation of a manuscript or other written description of the research results

### Specialization – Epidemiology (a minimum of 3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 0319</td>
<td>Intermediate Epidemiology (prerequisite Nutr 0204 or their equivalent)</td>
<td>S</td>
</tr>
<tr>
<td>NUTR 0305</td>
<td>Nutritional Epidemiology (Nutr 0204, Nutr 0209/0309 or their equivalents)</td>
<td>F</td>
</tr>
<tr>
<td>NUTR 0323</td>
<td>Intermediate Biostatistics (prereq Nutr 0209/Nutr 0309 and Nutr 0204 or their equiv)</td>
<td>F</td>
</tr>
</tbody>
</table>

### Specialization – Nutrition Communication (a minimum of 3.5 credits)

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>NUTR 220</td>
<td>Introduction to Writing about Nutrition and Health</td>
<td>F</td>
</tr>
<tr>
<td>NUTR 205</td>
<td>Comm. of Health Information to Diverse audiences I (prerequisite NUTR 220)</td>
<td>S</td>
</tr>
<tr>
<td>NUTR 306</td>
<td>Comm. Of Health Information to Diverse audiences II (prerequisite NUTR 205)</td>
<td>F</td>
</tr>
<tr>
<td>NUTR 211</td>
<td>Theories of Behavior Change</td>
<td>F</td>
</tr>
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</table>

One more credit:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>NUTR 218</td>
<td>Communication of Strategies in Health Promotion</td>
<td>S</td>
</tr>
<tr>
<td>HCOM 544</td>
<td>Professional Communication</td>
<td>F</td>
</tr>
<tr>
<td>HCOM 508</td>
<td>Technology and Health Communication</td>
<td>F</td>
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</table>

### Specialization – Nutrition Interventions (a minimum of 3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 303</td>
<td>Determinants of US Food Policy (Requires Economics 238 or equivalent)</td>
<td>F</td>
</tr>
</tbody>
</table>

One of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 228</td>
<td>Community and Public Health Nutrition</td>
<td>F</td>
</tr>
<tr>
<td>NUTR 325</td>
<td>Science Based Interventions for Childhood Malnutrition</td>
<td>F</td>
</tr>
</tbody>
</table>

One of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 210</td>
<td>Survey Research</td>
<td>S</td>
</tr>
<tr>
<td>NUTR 217</td>
<td>Program Monitoring and Evaluation</td>
<td>S</td>
</tr>
<tr>
<td>NUTR 211</td>
<td>Theories of Behavior Change</td>
<td>F</td>
</tr>
<tr>
<td>NUTR 216</td>
<td>Management, Planning, and Control of Nutrition and Health Programs and Organizations</td>
<td>S</td>
</tr>
<tr>
<td>NUTR 228</td>
<td>Community and Public Health Nutrition</td>
<td>F</td>
</tr>
<tr>
<td>OR</td>
<td>Science Based Interventions for Childhood Malnutrition</td>
<td>F</td>
</tr>
</tbody>
</table>
## C. Food Policy and Applied Nutrition

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nutrition Science (1 Credit)</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>NUTR 0201</td>
<td>Fundamentals of Nutrition Science</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Policy and Economics (3 Credits)</strong></td>
<td></td>
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</tr>
<tr>
<td>NUTR 0203</td>
<td>Fundamentals of Nutrition Policy and Programming (or equivalent policy course with approval)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0238</td>
<td>Economics for Food Policy Analysis (or equivalent Principles of Econ with micro, e.g. EIB 201)</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>One of the following courses</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>NUTR 0303</td>
<td>Determinants of U.S. Food Policy</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0304</td>
<td>Nutrition, Food Security &amp; Development</td>
<td>1</td>
<td>F</td>
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</tr>
<tr>
<td><strong>Statistics and Quantitative Methods (3 Credits)</strong></td>
<td></td>
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</tr>
<tr>
<td>NUTR 0207</td>
<td>Statistical Methods in Nutrition Research I</td>
<td>1</td>
<td>F</td>
<td></td>
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</tr>
<tr>
<td>NUTR 0307</td>
<td>Regression Analysis for Nutrition Research</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>One of the following courses or other advanced research methods or data analysis course with approval</td>
<td></td>
<td></td>
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<tr>
<td>NUTR 0310</td>
<td>Qualitative Research Methods for Nutrition</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0311</td>
<td>Nutrition Data Analysis (Best option for most MS students)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applied Research Skills (1 Credit)</strong></td>
<td></td>
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</tr>
<tr>
<td>One of the following courses (both required for PhD)</td>
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</tr>
<tr>
<td>NUTR 0204</td>
<td>Principles of Epidemiology (Recommended for most students, especially for Nutrition Interventions; a common substitution is MPH 201 in Spring)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0210</td>
<td>Survey Research (Required for Humanitarian Assistance specialization)</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Specialization, see attached Specialization Requirement Worksheet (3.0 or 3.5 credits)</strong></td>
<td></td>
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<tr>
<td><strong>Additional Electives, if needed to meet 16 credit-hour minimum for M.S. degree (variable credits)</strong></td>
<td></td>
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</tr>
</tbody>
</table>

NUTR 0298-C - Internship or Research Practicum (see Policy and Procedures Manual for details)

Description: ____________________________ Date: ______________

Training in Protection of Human Subjects (no credits). Required of all FSNSP students: [https://www.citiprogram.org](https://www.citiprogram.org)

Training Description: ____________________________ Date: ______________

Ph.D. Program requirements:
Through courses taken at the Friedman School, or by filing a waiver form to recognize preparation elsewhere, PhD students must meet all the course requirements for the MS degree. Students admitted directly into the PhD program must take a minimum of four credits of coursework while enrolled at the Friedman School, and the internship is optional for them. PhD students must take Nutrition in the Life Cycle (NUTR 301), two or more semesters of the Food and Nutrition Policy Doctoral Research Seminar (NUTR 404).
Choose one specialization* (3 credits).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Yr Taken (W for waiver)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specialization in FOOD POLICY AND ECONOMICS (3 credits)</strong></td>
<td></td>
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</tr>
<tr>
<td>At least one of the following economics courses (or another economics course with approval)</td>
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<tr>
<td>NUTR 0341</td>
<td>Economics of Agriculture and the Environment</td>
<td>1</td>
<td>S</td>
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<tr>
<td>EIB E210/11</td>
<td>Quantitative Methods and Microeconomics</td>
<td>1</td>
<td>F</td>
<td></td>
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<tr>
<td>EIB E240</td>
<td>Development Economics (Macro)</td>
<td>1</td>
<td>F/S</td>
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<tr>
<td>EIB E241</td>
<td>Development Economics (Policy)</td>
<td>1</td>
<td>F</td>
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<tr>
<td>Other options: with approval, another graduate-level economics course or directed study may be selected.</td>
<td></td>
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<tr>
<td>In addition to the above, select two from the following economics or economic policy courses (or another economics or economic policy course with approval)</td>
<td></td>
<td></td>
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<tr>
<td>NUTR 0221</td>
<td>The Global Food Business</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EIB E243</td>
<td>Agriculture and Rural Development in Developing Countries</td>
<td>1</td>
<td>F</td>
<td></td>
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<tr>
<td>UEP 0271</td>
<td>Community Economic Development</td>
<td>1</td>
<td>F</td>
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<tr>
<td>Other options: with approval, another graduate-level economics or economic policy course or directed study may be selected.</td>
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<tr>
<td><strong>Specialization in NUTRITION INTERVENTIONS: DESIGN, OPERATION, AND MANAGEMENT (3.5 credits)</strong></td>
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<tr>
<td>NUTR 301</td>
<td>Nutrition in the Life Cycle</td>
<td>0.5</td>
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<tr>
<td>At least one of the following courses</td>
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<tr>
<td>NUTR 0227</td>
<td>International Nutrition Programs</td>
<td>1</td>
<td>S</td>
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<tr>
<td>NUTR 0228</td>
<td>Community and Public Health Nutrition</td>
<td>1</td>
<td>F</td>
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</tr>
<tr>
<td>In addition to the above, select at least two from the following courses</td>
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<tr>
<td>NUTR 0216</td>
<td>Management, Planning, and Control of Nutrition and Health Programs and Organizations</td>
<td>1</td>
<td>S</td>
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</tr>
<tr>
<td>Common substitution: MPH 216</td>
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<td></td>
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<tr>
<td>NUTR 0217</td>
<td>Program Monitoring and Evaluation</td>
<td>1</td>
<td>S</td>
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<tr>
<td>NUTR 0218</td>
<td>Communications Strategies in Health Promotion</td>
<td>1</td>
<td>S</td>
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</tr>
<tr>
<td>NUTR 0211</td>
<td>Theories of Behavior Change</td>
<td>1</td>
<td>F</td>
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</tr>
<tr>
<td>NUTR 0325</td>
<td>Science Based Interventions for Child Malnutrition</td>
<td>1</td>
<td>F</td>
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<td></td>
</tr>
<tr>
<td>NUTR 0308</td>
<td>Nutrition in Complex Emergencies</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td><strong>Specialization in HUMANITARIAN ASSISTANCE (3 credits)</strong></td>
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<tr>
<td>NUTR 0229</td>
<td>Humanitarian Action in Complex Emergencies</td>
<td>1</td>
<td>F</td>
<td></td>
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</tr>
<tr>
<td>NUTR 0308</td>
<td>Nutrition in Complex Emergencies</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>In addition to the above, select one of the following courses</td>
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<tr>
<td>NUTR 0222</td>
<td>Gender, Culture &amp; Conflict in Humanitarian Complex Emergencies</td>
<td>1</td>
<td>S</td>
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<tr>
<td>NUTR 0324</td>
<td>Humanitarian Studies in the Field</td>
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<tr>
<td>DHP D235</td>
<td>Research Methods in Humanitarian Settings</td>
<td>1</td>
<td>S</td>
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<tr>
<td>DHP D239</td>
<td>Forced Migration (Introduction and Critical Issues)</td>
<td>1</td>
<td>S</td>
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</tr>
<tr>
<td><strong>Other Specialization with Approval of the Dean for Academic Affairs (3 credits)</strong></td>
<td></td>
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</tbody>
</table>

Specialization Name: ___________________________ Date of approval by Dean for Academic Affairs: ___________________________

* Within each specialization, courses may be substituted by petition to your academic advisor and the Program Director. Students may also design an entirely different specialization with the additional approval of the Dean for Academic Affairs.
## D. Frances Stern Dietetic Internship Combined with Master of Science

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Year Taken (W for waiver)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 0203</td>
<td>Fundamentals of Nutrition Policy and Programming**</td>
<td>1</td>
<td>F</td>
<td></td>
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</tr>
<tr>
<td>NUTR 0204</td>
<td>Principles of Epidemiology</td>
<td>1</td>
<td>F</td>
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<tr>
<td>NUTR 0214</td>
<td>Statistical Methods for Health Care Professionals (cannot replace NUTR 0207/0307 sequence)</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>NUTR 0315</td>
<td>Nutritional Biochemistry</td>
<td>1</td>
<td>F</td>
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<tr>
<td>NUTR 0316</td>
<td>Advanced Medical Nutrition Therapy (former title: “Nutritional Assessment and Pathophysiology”)</td>
<td>1</td>
<td>S</td>
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<tr>
<td>NUTR 0397</td>
<td>Senior Independent Study (Senior Project) (Students should register using the Directed Study form - submit form w/ faculty sponsor signature and to Friedman School Office of Student Affairs office.)</td>
<td>1</td>
<td>F/S/ Smr</td>
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</tbody>
</table>

** or another policy course approved by advisor

### Training in Ethical Treatment of Human Subjects:
Required of all FSNSP students for all degrees. [http://www.citiprogram.org/default.asp](http://www.citiprogram.org/default.asp)

### Additional Elective Courses (4 credits minimum)

### Clinical Rotations (Sign up for either NUTR 235 or 335 in the relevant semester you are doing clinical rotations).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>NUTR 0235</td>
<td>Clinical Rotations</td>
<td>0</td>
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<td>letter grade</td>
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<tr>
<td>NUTR 0235</td>
<td>Clinical Rotations</td>
<td>0</td>
<td>Smr</td>
<td>letter grade</td>
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<tr>
<td>NUTR 0335</td>
<td>Clinical Rotations</td>
<td>0</td>
<td>F</td>
<td>letter grade</td>
</tr>
<tr>
<td>NUTR 0335</td>
<td>Clinical Rotations</td>
<td>0</td>
<td>S</td>
<td>letter grade</td>
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**NOTE:** To exempt from a requirement on this worksheet please fill out a Petition for Exemption from a Required Course or other Degree Requirement Form (http://nutrition.tufts.edu) and return it to the Office of Student Affairs

10 credit minimum plus rotations for Master of Science

Revised August 2014
E. Nutrition Communication and Behavior Change

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Year Taken (W for waiver)</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Part I. Nutrition Science and Policy Requirements (4 credits)</td>
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<tr>
<td>Nutrition Science</td>
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<tr>
<td>NUTR 0202</td>
<td>Fundamentals of Nutrition Science</td>
<td>1</td>
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<tr>
<td>NUTR 0301</td>
<td>Nutrition in the Life Cycle</td>
<td>0.5</td>
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<tr>
<td>NUTR 0312</td>
<td>Nutrition and Chronic Disease</td>
<td>0.5</td>
<td>S</td>
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<tr>
<td>Nutrition Policy (one of the following two courses is required)</td>
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<tr>
<td>NUTR 0203</td>
<td>Fundamentals of Nutrition Policy and Programming</td>
<td>1</td>
<td>F</td>
<td></td>
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</tr>
<tr>
<td>NUTR 0238</td>
<td>Economics for Food Policy Analysis</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>Nutrition Science and Policy core has 4 required credits. Students who have previously completed courses that exempt them from one or more of the above courses can select from the following courses to earn a total of 4 nutrition science and policy credits: NUTR 0203, 0226, 0228, 0272, 0303, 0305, 0315, 0320, 0321, 0330, 0370, 0371</td>
<td></td>
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<tr>
<td></td>
<td>Part II. Study Design and Analysis Requirements (4 credits)</td>
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</tr>
<tr>
<td>NUTR 0204</td>
<td>Principles of Epidemiology</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0207</td>
<td>Statistical Methods in Nutrition Research (Policy)</td>
<td>1</td>
<td>F</td>
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<tr>
<td>NUTR 0307</td>
<td>Regression Analysis for Nutrition Research</td>
<td>1</td>
<td>S</td>
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</tr>
<tr>
<td>NUTR 0314</td>
<td>Design of Epidemiologic Studies in Nutrition Research</td>
<td>1</td>
<td>S</td>
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</tr>
<tr>
<td></td>
<td>Part III. Communications and Behavior Change Requirements (4 credits)</td>
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<tr>
<td>NUTR 0220</td>
<td>Introduction to Writing about Nutrition and Health</td>
<td>0.5</td>
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<tr>
<td>NUTR 0205</td>
<td>Comm. Of Health Information to Diverse Audiences I (prerequisite NUTR 220)</td>
<td>0.5</td>
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<tr>
<td>NUTR 0306</td>
<td>Comm. of Health Information to Diverse Audiences II (prerequisite NUTR 205)</td>
<td>0.5</td>
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</tr>
<tr>
<td>NUTR 0211</td>
<td>Theories of Behavior Change and Their Application in Nutrition and Public Health Interventions</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0218</td>
<td>Communication Strategies in Health Promotion</td>
<td>1</td>
<td>S</td>
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</tr>
<tr>
<td>HCOM 0544</td>
<td>Professional Communication</td>
<td>0.5</td>
<td>F</td>
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</tbody>
</table>

NOTE: To exempt from a requirement on this worksheet please fill out a Petition for Exemption from a Required Course or other Degree Requirement Form (http://nutrition.tufts.edu) and return it to the Office of Student Affairs

16 credit minimum for Master of Science

Revised August 2014
E. Nutrition Communication and Behavior Change continued

Part IV: Electives (credits to reach 16 required total)

Students may choose to take a variety of electives based on their interests, or they may prefer to put together a group of three or more courses that would constitute a “concentration.” Three examples are provided. These are not the only ways to assemble a focus.

**US Food and Nutrition Policy**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 0238</td>
<td>Economics for Food Policy Analysis</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>NUTR 0303</td>
<td>Determinants of US Food Policy</td>
<td>1</td>
<td>F</td>
</tr>
<tr>
<td>NUTR 0221</td>
<td>The Global Food Business</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>NUTR 0226</td>
<td>Health Claims and the Food Industry</td>
<td>1</td>
<td>S</td>
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</tbody>
</table>

**Community and Public Health Nutrition**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 0228</td>
<td>Community and Public Health Nutrition</td>
<td>1</td>
<td>F/S</td>
</tr>
<tr>
<td>HCOM 0522</td>
<td>Changing Health Behaviors: Healthy People and Communities</td>
<td>1</td>
<td>F/S/S</td>
</tr>
<tr>
<td>HCOM 0536</td>
<td>Health, Culture and Communication</td>
<td>0.5</td>
<td>S</td>
</tr>
<tr>
<td>HCOM 0543</td>
<td>Public Relations: Framing the Dialogue for Public Health</td>
<td>0.5</td>
<td>F</td>
</tr>
</tbody>
</table>

**Agriculture, Food and the Environment**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
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<tbody>
<tr>
<td>NUTR 0215</td>
<td>Fundamentals of US Agriculture</td>
<td>1</td>
<td>F</td>
</tr>
<tr>
<td>NUTR 0233</td>
<td>Agriculture Science and Policy I</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>NUTR 0333</td>
<td>Agriculture Science and Policy II</td>
<td>1</td>
<td>F</td>
</tr>
<tr>
<td>NUTR 0342</td>
<td>Food Systems Modeling and Analysis</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>UEP 0293</td>
<td>Food Justice: Critical Approaches in Policy and Planning</td>
<td>1</td>
<td>F</td>
</tr>
</tbody>
</table>

**NUTR 0298-C – Professional Internship or Research Practicum** (see Policy and Procedures Manual for details)

Description: _____________________________ Date: ________________

**Training in Protection of Human Subjects:** Required of all FSNSP students for all degrees.

[https://www.citiprogram.org/default.asp](https://www.citiprogram.org/default.asp)

Training Description: _____________________________ Date: ________________

NOTE: To exempt from a requirement on this worksheet please fill out a Petition for Exemption from a Required Course or other Degree Requirement Form (http://nutrition.tufts.edu) and return it to the Office of Student Affairs

16 credit minimum for Master of Science

Revised August 2014
## F. Nutritional Epidemiology

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Year Taken</th>
<th>Grade (W for waiver)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE</strong></td>
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<td></td>
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<tr>
<td>BCHM 0223</td>
<td>Graduate Biochemistry (Listed in Sackler catalog as Biochemistry 223)</td>
<td>2</td>
<td>F</td>
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<tr>
<td>NUTR 0208</td>
<td>Human Physiology</td>
<td>1</td>
<td>S</td>
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<tr>
<td>NUTR 0370</td>
<td>Nutr. Biochemistry and Physiology: Macronutrients (prerequisite Nutr 0208, Biochem 0223 or their equivalents)</td>
<td>1.5</td>
<td>F</td>
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<tr>
<td>NUTR 0371</td>
<td>Nutr. Biochemistry and Physiology: Micronutrients (prerequisite Nutr 0208, Biochem 0223 or their equivalents)</td>
<td>1.5</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td><strong>SKILLS</strong></td>
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<tr>
<td>NUTR 0204</td>
<td>Principles of Epidemiology (or equivalent)</td>
<td>1</td>
<td>F</td>
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<tr>
<td>NUTR 0319</td>
<td>Intermediate Epidemiology (prerequisite Nutr 0204, Nutr 0209 or their equivalents)</td>
<td>1</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 0305</td>
<td>Nutritional Epidemiology (Nutr 0204, Nutr 0209/0309 or their equivalents)</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRES 527</td>
<td>Biostatistics I (in Sackler) (common substitution: NUTR 0209)</td>
<td>1</td>
<td>F</td>
<td></td>
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<tr>
<td>NUTR 0309</td>
<td>Statistical Methods in Nutrition Research II (prerequisite Nutr 0209)</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>NUTR 0323</td>
<td>Intermediate Biostatistics or any other advanced statistical methods course as approved. (prerequisite Nutr 0209/Nutr 0309 and Nutr 0204, or their equivalents)</td>
<td>1</td>
<td>F</td>
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</tr>
<tr>
<td>NUTR 0240</td>
<td>Nutrition Science Journal Club (required for the initial 2 semesters of the MS degree)</td>
<td>0</td>
<td>F/S</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>POLICY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nutrition Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approved courses include Nutr 0203; Nutr 0226; Nutr 0238 or other courses per Program Director approval.</td>
<td>1</td>
<td>F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Training in Ethical Treatment of Human Subjects: Required of all FSNSP students for all degrees. [https://www.citiprogram.org/default.asp](https://www.citiprogram.org/default.asp)  

**ADDITIONAL REQUIREMENTS FOR PHD STUDENTS**  
PhD students are required to satisfactorily complete the grant writing practicum prior to taking the doctoral qualifying exam.  
PhD students must take a 1 credit advanced course in Epidemiology or Statistics (see Program Director for approved courses) during the course of PhD training.  
PhD students are required to fulfill all of the above course requirements (based on courses completed before starting the PhD degree or by courses completed during the PhD degree) but not credit hour requirements.

**NOTES**  
16 credit minimum is required for the Master of Science. If Nutr 201 or Nutr 202, which are considered prerequisites, are taken for credit, a minimum of 17 credits is required for the Master of Science.

To exempt from a requirement on this worksheet please fill out a Petition for Exemption from Required Course or other Degree Requirement Form ([http://nutrition.tufts.edu](http://nutrition.tufts.edu)) and return it to the Office of Student Affairs.
## G. Masters of Nutrition Science and Policy

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>REQUIRED CORE</strong></td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td></td>
</tr>
<tr>
<td>NUTB 205</td>
<td>Nutritional Biochemistry with Clinical &amp; Community Applications: Macronutrients</td>
</tr>
<tr>
<td>NUTB 305</td>
<td>Nutritional Biochemistry with Clinical &amp; Community Applications: Micronutrients</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td></td>
</tr>
<tr>
<td>NUTB 238</td>
<td>Economics for Food and Nutrition Policy</td>
</tr>
<tr>
<td>NUTB 206</td>
<td>Global Food and Nutrition Policy</td>
</tr>
<tr>
<td><strong>Skills</strong></td>
<td></td>
</tr>
<tr>
<td>NUTB 204</td>
<td>Epidemiology for Nutrition Professionals</td>
</tr>
<tr>
<td>NUTB 250</td>
<td>Statistical Methods for Health Professionals I</td>
</tr>
<tr>
<td>NUTB 350</td>
<td>Statistical Methods for Health Professionals II</td>
</tr>
<tr>
<td>NUTB 300</td>
<td>Master’s Thesis</td>
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<tr>
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<td><strong>ELECTIVES</strong></td>
</tr>
<tr>
<td>Choose 2.0 credits from among the following:</td>
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</tr>
<tr>
<td>NUTB 316</td>
<td>Advanced Medical Nutrition Therapy</td>
</tr>
<tr>
<td>NUTB 241</td>
<td>Nutrition and Aging</td>
</tr>
<tr>
<td>NUTB 242</td>
<td>Obesity and Energy Regulation</td>
</tr>
<tr>
<td>NUTB 219</td>
<td>Food Science Fundamentals</td>
</tr>
<tr>
<td>NUTB 208</td>
<td>Management of Health &amp; Nutrition NGOs</td>
</tr>
<tr>
<td>NUTB 227</td>
<td>Global Nutrition Programs</td>
</tr>
<tr>
<td>NUTB 210</td>
<td>Monitoring and Evaluation of Nutrition and Food Security Programs</td>
</tr>
<tr>
<td>NUTB 211</td>
<td>Theories of Behavior Change</td>
</tr>
<tr>
<td>NUTB 243</td>
<td>Nutrition, Brain, and Behavior</td>
</tr>
</tbody>
</table>

**Training in Protection of Human Subjects:** Required of all FSNSP students for all degrees.  
[https://www.citiprogram.org/default.asp](https://www.citiprogram.org/default.asp)

Training Description: ____________________________ Date: __________________

---

**NOTE:** To exempt from a requirement on this worksheet please fill out a Petition for Exemption from Required Course or other Degree Requirement Form ([http://nutrition.tufts.edu](http://nutrition.tufts.edu)) and return it to the Office of Student Affairs.

Ten credits are required for the Master of Nutrition Science and Policy degree.
II. Joint and Combined Degrees

A. MAHA - Joint Master of Arts Degree in Humanitarian Assistance

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Year Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 223</td>
<td>Seminar in Humanitarian Issues</td>
<td>1</td>
<td>F/S</td>
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<tr>
<td>NUTR 229</td>
<td>Humanitarian Aid in Complex Emergencies</td>
<td>1</td>
<td>F</td>
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<tr>
<td>NUTR 308</td>
<td>Nutrition in Complex Emergencies</td>
<td>1</td>
<td>S</td>
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</table>

**Three of the following courses** (Core Electives)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
<th>Offered</th>
<th>Sem/Year Taken</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>NUTR 0201</td>
<td>Fundamentals of Nutrition Science</td>
<td>1</td>
<td>F</td>
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<tr>
<td>NUTR 0207</td>
<td>Statistical Methods for Nutrition Policy</td>
<td>1</td>
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<tr>
<td>NUTR 0217</td>
<td>Seminar on Program Monitoring and Evaluation</td>
<td>1</td>
<td>S</td>
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<tr>
<td>NUTR 0231</td>
<td>Fundamentals of GIS</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>NUTR 0238</td>
<td>Economics of Food Policy Analysis</td>
<td>1</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>NUTR 0301</td>
<td>Nutrition in the Life Cycle</td>
<td>.5</td>
<td>S</td>
<td></td>
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<tr>
<td>NUTR 0304</td>
<td>Nutrition, Food Security, and Development</td>
<td>1</td>
<td>F</td>
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<tr>
<td>NUTR 0310</td>
<td>Qualitative Research Methods</td>
<td>1</td>
<td>S</td>
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<tr>
<td>NUTR 0324</td>
<td>Humanitarian Studies in the Field</td>
<td>1</td>
<td>S</td>
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<tr>
<td>DHP D206</td>
<td>Ethics of Development and Humanitarian Aid</td>
<td>1</td>
<td>S</td>
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<tr>
<td>DHP D221</td>
<td>Seminar on International Mediation</td>
<td>1</td>
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<tr>
<td>DHP P222</td>
<td>Development Aid in Practice</td>
<td>1</td>
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<tr>
<td>DHP D225</td>
<td>Conflict Resolution Practice</td>
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<tr>
<td>DHP P227</td>
<td>Advanced Seminar in Development and Conflict Resolution</td>
<td>1</td>
<td>S</td>
<td></td>
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<tr>
<td>DHP D231</td>
<td>Gender and Human Security in Transitional States and Societies</td>
<td>1</td>
<td>S</td>
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<tr>
<td>DHP D232</td>
<td>Gender, Culture and Conflict in Complex Humanitarian Emergencies</td>
<td>1</td>
<td>S</td>
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<tr>
<td>DHP D235m</td>
<td>Field Methods Module</td>
<td>.5</td>
<td>S</td>
<td></td>
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<tr>
<td>DHP D239</td>
<td>Forced Migration</td>
<td>1</td>
<td>S</td>
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<tr>
<td>EIB E241</td>
<td>Development Economics: Policy Analysis</td>
<td>1</td>
<td>F</td>
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<tr>
<td>EIB B242</td>
<td>Market Approaches to Economic and Human Development</td>
<td>1</td>
<td>S</td>
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<tr>
<td>EIB B241</td>
<td>Microfinance and Financial Inclusion</td>
<td>1</td>
<td>S</td>
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<tr>
<td>ILO L210</td>
<td>Human Rights Law</td>
<td>1</td>
<td>F</td>
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</tbody>
</table>

Electives (2 credits -- must receive approval from the MAHA Program Director)

Revised August 2014
A. MAHA - Joint Master of Arts Degree in Humanitarian Assistance continued

| Training in Ethical Treatment of Human Subjects: Required of all FSNSP students for all degrees. |
| Training Description: _____________________________________________ Date: ________________ |

**Oral and Written Language Exam**
(All students must pass an oral and written language exam, unless English is second language)

| Language ____________________________ |
| Oral date ____ P/F Written date ____ P/F |

**Oral and Written Capstone Project** (All students must present an oral and written thesis.)

| Capstone Project Title ____________________________ |
| Oral date ____ P/F Written date ____ P/F |

NOTE: To exempt from a requirement on this worksheet please fill out a Petition for Exemption from a Required Course or other Degree Requirement Form (http://nutrition.tufts.edu/students/forms.html) and return it to the Office of Student Affairs

8 credit minimum plus thesis and language requirements for Master of Arts in Humanitarian Assistance
B. **MS/MALD – Combined Master’s Degree in Nutrition and Law and Diplomacy**

The requirements for the FSNSP Master of Science Degree for students in the MS/MALD (FSNSP/Fletcher combined Master’s) program are the same as those for students in the relevant FSNSP program, usually Food Policy and Applied Nutrition. The combined degree students take a total of 24 courses in six semesters; half of these courses are taken at the Friedman School and half are taken at the Fletcher School. Students may count four Fletcher courses towards their FSNSP M.S. degree and may count four FSNSP courses towards their Fletcher Master of Arts in Law and Diplomacy degree.

C. **MS/MPH – Combined Master’s Degree in Nutrition and Public Health**

The requirements for the FSNSP Master of Science Degree for students in the combined MS/MPH program are the same as those for students in the relevant program. The combined degree student takes a total of 20 courses; of these, 16 are credited to the MS in nutrition and 12 are credited to the MPH, with a total of eight courses counted toward both degrees. Students in the combined MS/MPH program may take any of the FSNSP programs in conjunction with any of the MPH concentrations. Students in the Frances Stern Dietetic Internship program may be unable to complete the MS in Nutrition and the MPH in five full-time semesters because of additional clinical requirements.

D. **MS/MA – Combined Master’s Degree in Agriculture, Food and Environment and Urban and Environmental Policy and Planning (UEP)**

Students must complete the general requirements of each master’s degree (AFE and UEP). When similar requirements are made by both programs, the more rigorous requirement will cover both. Therefore, the combined degree requires completion of:

- all core course requirements in AFE and UEP
- a field internship
- a thesis, as required by UEP, instead of the more-flexible directed study requirement of FSNSP

Combined degree students must complete a minimum of six semesters and 23 credits, comparable to our combined degrees with Fletcher. This is six credits less than would be required if the two degrees were pursued separately (16 for AFE, including a one-semester internship, and 14 for UEP, excluding the internship). In total, 12 credits will be taken through FSNSP, including a one-credit internship, and 11 credits through UEP, including a two-credit thesis. The thesis normally counts for one or two credits for UEP students, for reasons internal to UEP. For purposes of the combined degree, we will consistently count the thesis as a two-credit requirement.

Students in the combined degree program must maintain a B (3.0) average throughout the program, and must earn at least a B- for course credit toward the degree. Students will be allowed to transfer no more than four courses of equivalent graduate-level coursework from an accredited university, if the work was not credited to a previous degree, subject to the rules of both the Graduate School of Arts and Sciences and FSNSP. No more than two courses may be transferred [from other schools] toward each degree for a total of four courses.

Students in any given semester will be registered either in the FSNSP or in UEP. Course credits applicable to one degree that are taken in the other degree program will be formally transferred according to the currently existing procedure so that they appear on the final transcript. Therefore, this program explicitly waives the restriction against counting courses toward two degrees: a total of 14 credits will appear on the transcript for the M.A. in UEP and 16 credits on the transcript for the M.S. in the FSNSP.
Appendix 2

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

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

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


***

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

1. Authorship credit should be based only on: a) substantial contributions to the conception and design, data acquisition, or data analysis and interpretation (participation in a doctoral dissertation committee does not in itself guarantee co-authorship of resultant publications); b) contributing new reagents, new animal models (e.g. transgenic animal), or other novel tools for successful implementation of the study design, c) drafting or revising an article critically for important intellectual content; and d) final approval of the version to be published. Conditions a, and c and d must all be met; condition b is specific to only certain kinds of biological research.

2. When doctoral dissertation work is converted into publishable articles or other paper the doctoral student concerned is typically first author. The order of other authors on the by-line should be a joint decision among co-authors, guided by the amount of time invested in bringing the publication to fruition. Relative contributions to the research, writing and analysis process, and hence likely order of co-authorship, should as far as possible be agreed at that outset of paper preparation (or as early in the process as possible), rather than at the point of submission (see attached references for further guidance on the ethics of deciding authorship order).

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

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

Revised August 2014
must obtain permission from all authors for any change in the order of authorship prior to publication. Students should pay close attention to the order of authorship at the time of submission of drafts to a journal, and also when signing any copyright agreement.

5. Other members of the group who do not meet authorship criteria should be listed, with their permission, in the Acknowledgments or in an appendix. The acquisition of funding, data collection, supervision of the research group, or participation as a support service center member, do not justify authorship.

6. Authorship of multi-center trials should be attributed to a group. All individuals in a group who are named as authors should meet the criteria for authorship. Members who do not meet authorship criteria should be listed, with their permission, in the Acknowledgments or Appendix sections.

7. List all other contributors who do not meet the criteria for authorship, such as individuals who provided purely technical or writing assistance, a laboratory director who provided only general support, and/or material support in the Acknowledgments section.

8. Groups of people who have contributed to the paper but whose contributions do not justify authorship may be listed in the Acknowledgments section under a heading such as “participating investigators.” Their contributions can be described as “scientific advisors”, “critically reviewed the study proposal”, “collected data”, or “provided and cared for volunteers and/or animals.”

9. Because readers may infer endorsement of data by those acknowledged, all persons must give written permission to be acknowledged.

10. Conflict of interest exists if there is a direct or indirect financial relationship with industry through employment, consultancies, stock ownership and honoraria, either directly with the author, or through the author’s family. However, conflicts can also occur for other reasons, such as antagonistic personal relationships among researchers or students, or academic competition. The perception of conflict of interest should be avoided. All authors should be prepared to defend any relationship that could be construed or perceived as a conflict of interest. For further details see Tufts University’s Policy on Conflict of Interest as published in Tufts’ Business Conduct Policy (2000) booklet or seek advice and counsel for Tufts’ Office of Associate Provost for Research.

Recommended Reference Materials on Ethics of Authorship.


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

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

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

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

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

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

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

It is suggested that, early in the process of planning the dissertation, the student and the Committee identify the individual papers to be written, the expected contributions of the Committee members to each paper, and probable authorship.
Appendix 3

GERALD J. AND DOROTHY R. FRIEDMAN
SCHOOL OF NUTRITION SCIENCE AND POLICY
AT TUFTS UNIVERSITY

GRIEVANCE COMMITTEE POLICIES AND PROCEDURES
Approved by faculty October 30, 2001

CHARGE TO THE GRIEVANCE COMMITTEE

This Committee will address grievances from members of the Gerald J. and Dorothy R Friedman School of Nutrition Science and Policy (FSNSP) Community according to procedures established by the Faculty of the FSNSP. In appropriate circumstances, the Committee will conduct Formal Hearings of grievances and make Findings based on these hearings. Before the entire Committee will consider a grievance, either less formally or in a Formal Hearing, a Grievant will make an appointment with a Committee member in an attempt to resolve the problem at the lowest organizational level possible. The Grievance Committee will be composed of four members of the Faculty of the FSNSP, elected for staggered four-year terms. The Committee shall elect to a two-year term a member from outside the Faculty of the FSNSP to serve at Formal Hearings only. This member shall be selected from a list of no fewer than three candidates provided by the Dean. A member of the Grievance Committee may not serve concurrently as a member of the Committee on Appointments and Promotions. This Committee shall report annually to the Dean of the FSNSP.

SCHOOL OF NUTRITION SCIENCE AND POLICY
GRIEVANCE POLICY AND PROCEDURES

[Definition: Unless otherwise specified, the term "Dean" refers to the Dean of the FSNSP or his or her designated representative.]

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

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

Issues that might be appropriate bases for initiating grievance procedures include but are not limited to (a) a perceived violation, misinterpretation, or inequitable application of policy or procedure affecting a member of the FSNSP Community, (b) treatment of one member of the FSNSP Community by another that is inappropriate, unprofessional, or not consistent with one's standing within the FSNSP Community, (c) issues of authorship or credit for academic work performed. The following types of issues must be dealt with through other University procedures, e.g.: (a) scientific misconduct and plagiarism; (b) perceived discrimination or harassment because of race, color, religion, national origin, sex, age, handicap, or sexual preference.

In cases involving the actions of any other FSNSP Committee or in cases involving the actions of individual members of the FSNSP Community as part of their official duties and

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responsibilities, the Grievance Committee will consider or act with respect to their decisions only insofar as such considerations bear directly and substantially on charges of impropriety or procedural irregularity.

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

**GRIEVANCE COMMITTEE**

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

The Committee shall meet at least once each year to elect a Chair for that academic year. At least once each year, the Committee shall review with the appropriate member of the University Administration (e.g., the General Counsel, Human Resources officer, or other qualified person) the criteria for grievable and non-grievable issues. The Committee shall also meet upon the request of a Grievant, or upon the request of at least half of the Committee members, or whenever, in the opinion of the Chair, a meeting is desirable.

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

**GRIEVANCE PROCEDURE**

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

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

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

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

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

The First Contact and Informal Procedure are expected to take no longer than two months, at which time the grievance will either move to Formal Hearings or be withdrawn by the Grievant.

If the grievance cannot be disposed of at an informal level, either party may request that a Formal Hearing be held. This request must be in writing to the Chair of the Committee and outline the disagreement and remedies requested.

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

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

**Formal Procedure:**

**Scheduling of Formal Hearings**

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

The Chair of the Committee shall notify the Grievant and all parties named in the Request for a Formal hearing, in writing of the time, place, and date so scheduled. The Chair shall also notify in writing the Dean, the Executive Associate Dean, and, when appropriate, that is, when either the Grievant or the Respondent is a student in the FSNSP, the Dean of Students.

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Conduct of the Hearing

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

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

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

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

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

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

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

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

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

Findings

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

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

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

The Dean shall inform in writing the Grievant, all other parties in the grievance, and the Grievance Committee of the final disposition of the case, and in the event that the final disposition is not in accordance with the Findings of the final Report of the Grievance Committee, the Dean shall give in writing the grounds for rejection of those Findings.

After the final disposition of the Formal Hearing, the record of the Hearing and copies of all documents pertaining to the Hearing shall be placed in a separately held file of the Dean.

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

**CONFIDENTIALITY**

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

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

Grievants should be informed that there are some situations where legal and/or University regulations take precedence over confidentiality requirements. These include but are not limited to charges of sexual harassment and cases involving affirmative action, which, as a matter of University policy, must be reported to the Special Assistant to the President for Affirmative Action.

Members of the Committee are free to take whatever actions seem appropriate if there is reasonable suspicion that individuals are a threat to themselves or others or that a crime has been committed. However, such actions must be consistent with protecting confidentiality insofar as it is possible.
REPORTING REQUIREMENTS

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

RECORD KEEPING AND DISPOSITION

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

The First Contact person will retain copies of all records of First Contacts that do not lead to further action, for a period of three (3) years. The Chair will keep copies of all records pertaining to Informal and Formal procedures while they are ongoing. The Dean will keep records pertaining to Informal procedures for three (3) years after their resolution, and of Formal Hearings for five (5) years after their resolution.
Appendix 4

Committees of the Tufts University Friedman School of Nutrition Science and Policy

Admissions Committee
• 7 appointed voting members.
• Director of Admissions, ex officio, non-voting, effective September 2002.
• 2 student members, non-voting, one representing each of two program pools:
  - Agriculture, Food, and Environment; Food Policy and Applied Nutrition;
  - Nutrition Communication
  - Cell and Molecular Nutrition; Human Nutrition; Nutritional Epidemiology.
• Quorum = 4.

From the Bylaws (Art. III, sect. 3)

It is the charge of this Committee to study and make decisions concerning the admission of all applicants to the degree programs at the School and to make recommendations on the quality and ranking of the applicants for the purposes of awarding financial aid. The Committee will annually examine the recruitment methods used and help develop new techniques where needed.

Appointments and Promotions Committee
• 7 voting members, Associate Professor or above (all elected slots)
  at least one member from the following pools of affiliated faculty
  - Agriculture, Food, and Environment; Food Policy and Applied Nutrition; Master of Arts in Humanitarian Assistance; Nutrition Communication.
  - Cell and Molecular Nutrition; Human Nutrition; Nutrition MS/Dietetic Internship;
  - Nutritional Epidemiology.
• Quorum = 4

From the Bylaws (Art. III, sect. 4)

It is the charge of this Committee to draft for faculty consideration and approval, the standards, criteria and procedures for appointments, renewals and promotions, and to make recommendations to the Dean on all such appointments below the level of full professor. The Committee may appoint outside reviewers to help them as needed. It is the responsibility of this Committee to appoint the membership of individual ad hoc Committees, including faculty outside the School, to deal with the appointment, renewal and promotion at the full professor level. The Appointments and Promotions Committee will review the recommendations of such ad hoc committees, and communicate such recommendations to the Dean.

Committee on Committees
• 6 voting members (elected slots) plus Executive Associate Dean—ex officio, non-voting.
• Quorum = 4 voting members

From the Bylaws (Art. III, sect. 2)

This Committee ensures that membership of standing committees is in accordance with requirements as voted by the faculty. This Committee supervises the solicitation for nominations from the voting faculty where appropriate. It develops ballots with appropriate consultation and efforts at ensuring choices. Biennial at-large elections are held in the spring semester for the voting faculty who would elect the membership of the

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committees from those on the ballot. The Committee on Committees is elected with representation as voted by the faculty. The Committee is responsible for filling unanticipated committee vacancies, at the request of the chairs of said committees. Said replacement(s) will serve until the next scheduled election, at which time the remainder of the term, if any, will be filled by election. The Committee shall fill vacancies on faculty committees such that no committee shall have a membership of two slots smaller than their total for longer than six months.

Curriculum and Degrees Committee
• 12 voting members
  -9 elected slots, at least 1 from each of two program pools -- biomed and socsci -- as defined for Appointments and Promotions Committee, above;
  -Dean for Academic Affairs, ex officio, voting;
  -2 student members, voting (1 from each of two program pools -- biomed and socsci – as defined for Appointments and Promotions Committee, above
• Quorum with committee at full membership = 7 voting members

From the Bylaws (Art. III, sect. 5)

It is the charge of this Committee to help develop and evaluate all educational programs of the School, and review each student's academic progress. This Committee is responsible for presenting proposals for significant alterations of academic policy and program to the Faculty for their ratification (e.g., Questions related to the coordination and direction of the various educational programs of the faculty, the development of new programs and modification or deletion of existing programs, and the overall nature, quality and direction of such education). This Committee will review and maintain the graduate student handbook. This Committee is responsible for reviewing and approving all degree candidates and making recommendation for award of degrees to the Dean.

Finance and Fundraising Advisory Committee
• 5 voting members, elected.
• Executive Associate Dean—ex officio, non-voting
• 1 student member, non-voting
• Quorum = 3 voting members

From the Bylaws (Art. III, sect. 6)

It is the responsibility of this Committee to review the School's annual budget, review/make recommendations in areas of long-term financial planning including strategies to raise money, and review the financial aid awards. This Committee will review and discuss the financial implications of new initiatives. An opinion should be sought from the Finance and Fund Raising Advisory Committee for policy recommendations that have a potential financial impact.

Grievance Committee
• 4 voting members, elected (plus 1 member from outside the FSNSP, elected by the Grievance Committee, to serve at Formal Hearings only).
• Quorum = 3 voting members

From the Bylaws (Art. III, sect. 7)
It is the charge of this Committee to conduct formal hearings of grievances.
Doctoral Process Oversight Committee

• 4 voting members: the Dean for Academic Affairs, plus 3 additional faculty appointed by the Dean for Academic Affairs to serve 3 year terms.

The committee’s charge is to review draft questions for the written component of the qualifying exam to ensure that the question is feasible, makes reasonable demands on students’ likely knowledge, and is sufficiently challenging to demonstrate appropriate skills.
Appendix 5

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

The Tufts University Information Technology (UIT) Responsible Use Policy is a valuable guideline by which faculty, staff and students can review the requirements of legal and ethical behavior within the University community when using a computer, computer system or the network. Students should review and are responsible for the policy which is located on theUIT website at: http://uit.tufts.edu/?pid=786.

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

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

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

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

For more detailed information, please visit:

http://student.support.tufts.edu/copyright/p2p
Appendix 6

Tufts University Americans with Disabilities Act/Section 504 Policy

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

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

For further details about receiving accommodations visit the Disability Services and Office of Equal Opportunity websites at:


Appendix 7

Tufts University Non-Discrimination Policy

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

http://oeo.tufts.edu/policies-and-procedures/nondiscrimination-policy/

Appendix 8

Sexual Harassment Policy

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

http://oeo.tufts.edu/policies-and-procedures/sexual-harassment-policy/
Appendix 9

Sexual Assault Policy

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

http://oeo.tufts.edu/policies-and-procedures/sexual-harassment-policy/

Appendix 10

Health Insurance and Immunization Requirements

Waiver of the THP Student Health Insurance

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

Immunization Requirements

All newly accepted students must submit immunization documentation to the Student Advisory & Health Administration Office by July 1. See the web site (http://www.tufts.edu/saha/) for more information regarding immunization requirements and forms. Students who do not comply with this requirement will not be allowed to register for subsequent semesters.

Student Advisory & Health Administration Office
Posner Building, 4th floor
200 Harrison Avenue
617-636-2700
Monday - Friday, 9:00 a.m. – 5:00 p.m.
Appendix 11

Family Educational Rights and Privacy Act (FERPA)

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

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

Appendix 12

University Policy on “Rights and Responsibilities with Respect to Intellectual Property”

As part of your graduate studies or other work performed while you are a graduate student at Tufts University, you may be involved in the development of inventions, discoveries, and creative works that may have commercial as well as scientific and scholarly value. As a student at Tufts University, you should be aware that any intellectual property that you develop or help to develop may fall under the Tufts University policies. This may be true even if you are not compensated for the work if in the development of the intellectual property you use University resources such as space, facilities, equipment, staff, or funds. Thus, it is important that you understand the Tufts University policies regarding intellectual property (http://viceprovost.tufts.edu/?pid=6).

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

- "Patentable intellectual property" includes all inventions, discoveries, know-how and discoveries or other material that is patentable under US law as well as all software that is excluded from "copyrightable material" (whether or not patentable under US law).

- "Copyrightable intellectual property" includes all creative works, electronic or paper documents, software (including source code and object code), multimedia or audiovisual materials, and photographs, and any other materials that may be copyrightable under US law. Copyrightable material includes educational or research software, but does not include software other than educational or research software.

The Tufts University policy is designed to provide for incentives that foster creative activity, and to help assure that any intellectual property produced will be exploited for the benefit of the creators, the University research enterprise, and the public. The University makes available through the Office of the Vice Provost technical and legal assistance in procedures necessary to protect ownership of intellectual property and to aid in its commercial development.

More details and the entire policy document is available at: http://viceprovost.tufts.edu/?pid=6

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### Appendix 13

Forms Used at the Friedman School—Available in most recent form online at: [http://nutrition.tufts.edu](http://nutrition.tufts.edu)

<table>
<thead>
<tr>
<th>FSNSP Forms</th>
<th>Signatures currently required</th>
<th>Final FSNSP sign off</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Degree Requirement Worksheets</td>
<td>None -- Student and advisor use to track progress</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>4. Cross-Registration Petition</td>
<td>Student FSNSP/Tufts Registrar / Host School Registrar</td>
<td>Host School Registrar</td>
<td>Dowling Registrar, Medford</td>
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<tr>
<td>Degree of Master of Science</td>
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<tr>
<td>7. Approval of Specialization</td>
<td>1. Student 2. Program director 3. Academic Dean</td>
<td>Academic Dean</td>
<td>Office of Student Affairs, Boston</td>
</tr>
<tr>
<td>8. Directed Study Proposal Form</td>
<td>1. Student 2. DS Sponsor FSNSP / Host School Registrar</td>
<td>Office of Student Affairs (Copy for file)</td>
<td>Office of Student Affairs, Boston then</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dowling Registrar, Medford</td>
</tr>
<tr>
<td>9. Request for Change of Grade Form/Incomplete</td>
<td>1. Instructor 2. Academic Dean</td>
<td>Academic Dean</td>
<td>Office of Student Affairs, Boston</td>
</tr>
<tr>
<td>Make-up Form (now one form)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Ph.D. Qualifying Examination Report</td>
<td>1. Examiners (3)</td>
<td>All</td>
<td>Office of Student Affairs, Boston</td>
</tr>
<tr>
<td>13. Letter of Intent Approval Form (with</td>
<td>1. Student 2. Potential Committee members 3. Academic Dean</td>
<td>Academic Dean</td>
<td>Office of Student Affairs, Boston</td>
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<tr>
<td>attached sections for Statement of Intellectual</td>
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<td>Contribution and Preparedness for Dissertation</td>
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<td>Research</td>
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<td>(with Part B Dissertation Changes Form)</td>
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<tr>
<td>18. Approval of Final Dissertation</td>
<td>1. Dissertation Advisor 2. Dissertation Committee in some cases</td>
<td>Dissertation Advisor</td>
<td>Office of Student Affairs, Boston</td>
</tr>
<tr>
<td>19. Notice of Intent to Graduate</td>
<td>1. Student 2. Advisor</td>
<td>Student</td>
<td>Office of Student Affairs, Boston</td>
</tr>
<tr>
<td>20. Graduation Check Out Form</td>
<td>1. Student</td>
<td>Student</td>
<td>Office of Student Affairs, Boston</td>
</tr>
</tbody>
</table>
Appendix 14

Starting a New Student Organization

The Office of Student Affairs provides students with the resources to start official organizations and groups recognized by the Friedman School. Before you begin the process, please speak to someone in the Office of Student Affairs to make sure the mission of your proposed organization does not overlap with that of an existing organization.

To apply for a new recognized student organization, students must complete a Graduate Student Organization Recognition Form. Copies of this form and all other appropriate paperwork is available in the Office of Student Affairs.

Recognition by the Friedman School does not imply official endorsement of the organization’s ideas or activities. New recognition by no means guarantees funding.

Student organizations must comply with guidelines and rules within the current Tufts University Student Handbook, “Pachyderm” (http://studentservices.tufts.edu/dos/Pachyderm%202004.pdf).

Appendix 15

Alcohol Event Policy for Student Organizations

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

- The Office of Student Affairs must approve at least one month in advance, every event where alcohol is being served.
- Events that include guests not affiliated with Tufts require a special permit through the City of Boston.
- No one under 21 years of age will be served alcohol.
- A Tufts University detail officer must be hired to be at the event.
- No alcoholic beverages may be taken off the event premises. Beverages of any kind must be consumed or discarded before leaving the facility. Alcoholic beverages are prohibited outside the reasonable boundaries of the event as defined by the TUPD detail officer.
- The use or possession of kegs or other bulk containers of alcohol is prohibited.
- Cash bars are prohibited unless in a licensed facility or a one-day alcohol service license has been obtained and presented to the detail officer.
- Alternative non-alcoholic beverages and food must be available at all alcohol events in sufficient quantities to last the entire event.
Appendix 16

Tufts Email Accounts and E-List Policies

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

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

YOU CAN POST TO THIS LIST at any time:

Website Bulletin Board - open to all Friedman School faculty, students, and staff (everyone is automatically subscribed to this website feature). Membership will be voluntary and subscribers can unsubscribe at any time. This on-line forum is unmoderated so that any subscriber can post. These unofficial postings might include announcements, academic discussions, articles and lectures of interest, apartments, items for sale, meet-ups, and activities of interest to some but not all Friedman School members.

YOU CANNOT POST TO THESE 2 LISTS without prior approval:

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

FriedmanAllSchool@elist.tufts.edu - includes all faculty, students and staff & will be used for official or school-wide announcements only. These messages are limited to school-wide announcements; messages will be distributed only following approval. Examples of school-wide announcements include reminders about school-sponsored events and seminars, course and scheduling information, and notices of Tufts events or announcements that all members of the school need to be aware of.

*IN ADDITION, YOU CAN POST TO THESE LISTS IF YOU ARE A MEMBER:

PROGRAM SPECIFIC LISTS (listed below) - includes all students, interested faculty and staff & are used for program specific events and announcements. These lists are unmoderated so that any subscriber can post:

friedmanafeprogram@elist.tufts.edu
friedmanbmpprogram@elist.tufts.edu
friedmanfpaprogram@elist.tufts.edu
friedmanmahaprogram@elist.tufts.edu
friedmannccprogram@elist.tufts.edu
friedmandiprogram@elist.tufts.edu
friedmannepiprogram@elist.tufts.edu
friedmanphdprogram@elist.tufts.edu
Appendix 17

Tufts University Code of Conduct Involving Interactions with Minors

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

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

Appendix 18

Threat Assessment Policy and Resources

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

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

Appendix 19

Friedman School Doctoral Qualifying Exam

Performance Assessment Rubric

As specified by the Policies and Procedures manual of the Friedman School, the purpose of the doctoral qualifying exam is to allow a designated faculty committee to assess “the student's mastery of certain topic areas and his/her competence to conduct dissertation research.” Faculty members serving as examiners are expected to use their professional judgment to determine whether the student has adequately demonstrated such mastery and can be deemed competent to conduct independent research of sufficient caliber.

There are two main parts to the exam: the written component and the oral component. The written takes to form of a proposal which serves to demonstrate the student’s preparedness to a) develop a testable research hypothesis, and b) design a feasible study to test that hypothesis. The proposal, and the student’s oral defense of the text, should show an understanding of what constitutes doctoral level research, including feasibility, coherence, appropriateness of design and ethical conduct. The oral component of the exam is designed to test a student's factual knowledge and ability to synthesize, interpret, and make use of that knowledge.
In deriving their conclusion on the exam outcome, faculty members of the examining committee should take the following questions into account:

**In the Written Proposal** (text and/or oral discussion), was the student able to:

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

**In the Oral Component** of the exam, was the student able to:

- i) Demonstrate a good understanding of questions posed by examiners and respond to them effectively?
- ii) Show that he/she had a good grasp of issues raised and discussed by topic area?
- iii) Use appropriate examples to support an argument?
- iv) Exhibit the ability to synthesize knowledge across topic areas and discuss complex issues as required by the examiners?
- v) Offer evidence of the intellectual capability and skills required of a student to successfully complete research at a doctoral level.
At the end of the exam, anyone other than the examining committee is asked to leave the room. At this point, faculty examiners are required to take stock of the student’s performance in all parts of the qualifying examination. They should each individually assess the student’s abilities and potential for doctoral level research based on the elements of this rubric. The committee should then discuss each examiner’s conclusions, leading to a collective, unanimous decision regarding ‘pass or fail’.