DEPARTMENT OF EDUCATION

GRADUATE STUDENT HANDBOOK
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PROGRAMS AND DEGREES
The Department of Education at Tufts University offers students the opportunity to examine current concepts in educational theory, practice, and research. Courses in the Department focus on the study of how students learn in different content areas, on the institutions that serve children and youth, on the cultural, historical and philosophical influences on education, and on the foundations of effective professional practice.
Course offerings include a range of opportunities to observe and work in a variety of educational settings as teachers, school psychologists, museum educators, curriculum developers, and researchers.
The Department offers the following degrees:
- Master of Arts in Teaching, Art Education
- Master of Arts in Educational Studies
- Master of Arts in Teaching, Elementary STEM
- Master of Arts in Teaching, Middle and High School
  - Master of Arts in Classics with Teaching Licensure (in collaboration with Department of Classics)
  - Master of Arts in German with Teaching Licensure (in collaboration with Department of International Literary and Cultural Studies)
- Master of Arts in Museum Education
  - Certificate in Museum Studies
- Master of Arts/Educational Specialist in School Psychology
- Master of Science in Science, Technology, Engineering, and Mathematics Education
- Doctor of Philosophy in Science, Technology, Engineering, and Mathematics Education
GENERAL INFORMATION

The Graduate School of Arts and Sciences
The Graduate School of Arts and Sciences is the academic and administrative unit responsible for all phases of post-baccalaureate education of the School of Arts and Sciences. Applications for admission, petitions for leave, continuation and transfers of credit, and filing for degree applications are all handled through the Office of Graduate Studies, Dowling Hall.

Graduate Student Activities and Associations
To foster interaction among students across programs, the Tufts community offers opportunities to attend lectures, social events, and various activities in and around the campus. Events are usually advertised via e-mail or posted on the Department's website. [http://students.tufts.edu/student-affairs](http://students.tufts.edu/student-affairs)

The Graduate Student Council
The GSC was formed to serve the graduate students of Tufts University by providing social, cultural, and educational opportunities. To stay up to date on all GSC events, please subscribe to the graduate student list serve on the GSC website: [http://ase.tufts.edu/gsc](http://ase.tufts.edu/gsc). The GSC offers two lounges that are available for graduate students. The Curtis Hall Lounge is located in Curtis Hall, adjacent to Brown and Brew. The West Hall GSC Lounge is located in West Hall (Rooms 001/002) and provides wireless internet, an LCD TV, conference room, meeting tables, couches, West Cafe (drinks and snacks), lockers, computers, printers and a photocopier. The GSC Office is located in Room 001A of the GSC West Hall Lounge. Both lounges are available 24 hours a day using your Tufts Student ID Card.

The Office of Equal Opportunity
The Office of Equal Opportunity (OEO) exists to ensure that the University's commitment and goals toward equal opportunity are integral components of Tufts' policies. They further this mission by ensuring that the University maintains compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX, through complaint resolution, programming and outreach. [http://oeo.tufts.edu/](http://oeo.tufts.edu/)

The Chief Diversity Officer
The Chief Diversity Officer (CDO) is the principal resource for supporting the university’s progress with respect to its diversity and inclusion goals. The CDO will drive the implementation of the recommendations in the Diversity Council report, overseeing central programmatic initiatives and ensure congruence across the many diversity and inclusion programs that take place in the schools and divisions. For more information visit the website: [http://provost.tufts.edu/](http://provost.tufts.edu/)

The Student Accessibility Services
The Student Accessibility Services (SAS) office works with students one-on-one to determine what their accommodation needs may be, to implement those accommodations and to help students self-advocate for their needs while at Tufts. SAS collaborates with campus partners and resources to provide timely,
comprehensive and appropriate services for students with disabilities. More information found here: [https://students.tufts.edu/student-accessibility-services](https://students.tufts.edu/student-accessibility-services)

**Student Health and Wellness**
Health and Wellness offices are comprised diverse team of clinicians who are passionate about physical and mental health. They offer a range of free and confidential services to all undergraduates and to graduate students who have paid the health fee. Student input and feedback is core to our mission. [http://students.tufts.edu/health-and-wellness](http://students.tufts.edu/health-and-wellness)

**UNIVERSITY RESOURCES**

**Libraries**
Tisch Library, the Graduate School of Arts and Sciences library, is an excellent campus resource. Tisch Library offers a reference collection of both print and electronic resources, as well as a full range of services, including photocopiers, document delivery, lockers, and much more. Many courses require you to use reserve materials which are held at the Circulation Desk in the library lobby. Students and faculty also have access to the 18 academic and research libraries belonging to the Boston Library Consortium, and through Interlibrary Loan to library collections throughout the country and abroad. Please refer to [http://tischlibrary.tufts.edu/](http://tischlibrary.tufts.edu/) for a complete description of library facilities and collections.

**The Academic Resource Center**
The Academic Resource Center, located in Dowling Hall, provides academic support to Tufts undergraduate and graduate students. Professionals are available to assist students with studying techniques, time management, and learning support. The Center also has a list of resident tutors available to assist with many classes. Please visit the Center to receive detailed information about their services. [https://students.tufts.edu/academic-advice-and-support/academic-resource-center](https://students.tufts.edu/academic-advice-and-support/academic-resource-center)

**Department of Education Media Center**
The Media Center, located in Paige Hall, provides up-to-date technology, equipment and resources to better facilitate the work done by faculty and students. The Center is available to all members of the department including students who are taking a class that is either listed or cross-listed in Education. Installed software includes data analysis tools as well as Adobe Design tools, Final Cut Pro for video editing and InqScribe for video transcription. Laptop computers, digital audio recorders, USB transcription pedals and video cameras are available for student use. Tutorials on video production, web design, and creating e-portfolios are also hosted through the Media Center.

**Computer and Audiovisual Equipment Lending Program**
The Department of Education is fortunate to be able to provide our students, faculty and staff with a selection of high-quality technology resources to assist them in their academic work. For more information of the type of equipment available and
lending rules please visit our website:
http://ase.tufts.edu/education/resources/index.htm

**Tufts Technology Services Computer Labs**
Tufts offers several walk-in computing facilities with a range of services, including access to Macs, PCs, printing, and the Internet. Many also provide specialized software. The TTS Computer Center at Eaton Hall lab includes 85 public computers.

https://it.tufts.edu/public-labs

**Center for Engineering and Educational Outreach**
The members of the Center for Engineering Education and Outreach are dedicated toward improving engineering education in the classroom; from Kindergarten to college. They have a research program aimed at understanding how kids and adults learn engineering. This research then informs our development of various educational tools. The CEEO collaborates with a number of companies to bring these tools into the classroom and then our outreach arm works with teachers around the world to further refine these tools and to support the teacher-user community. The Center houses faculty, staff, and graduate students from engineering disciplines and the education department.

http://ceeo.tufts.edu/about/index.htm

**Education Student Lounge**
The Department of Education provides a student lounge in the basement of Paige Hall. The lounge offers a couch, table and chairs, mini fridge, microwave, coffee maker and electric kettle. This space is open to all Education students. Feel free to stop by and relax a while.

**University Bookstore**
Located in the Mayer Campus Center, Professor’s Row, the University bookstore provides the Tufts community with books and other educational supplies. Special orders for books can be arranged if a book is not commonly stocked. Questions regarding special orders should be directed to the manager or assistant manager.

http://tufts.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=20051&catalogId=10001&langId=-1

**Student Identification Cards**
Student I.D. cards are available during orientation. Those who are not present during orientation should go to the Office of Public Safety at 419 Boston Avenue to be issued a University I.D. card. I.D. cards are necessary for the use of University facilities.

http://publicsafety.tufts.edu/iamsvc/id-issuance/
ACADEMIC POLICIES

Academic Standing

More than one B- on a transcript: The Graduate School requires students to complete all courses taken for credit with the grade of B- or better. The department expects students to complete all courses taken for credit with the grade of B or better. A grade of B- is considered a possible warning that a student may be struggling with the academic demands of their program. If a student receives more than one B-, the program director and department Chair will assess the student's ability to meet degree requirements and make recommendations concerning the student’s academic standing to the student, the department, and the Graduate School. The records of students who have been reviewed will be reassessed at the end of the following semester to determine whether sufficient progress has been made toward the degree sought. If sufficient progress has not been made, the department will recommend to the graduate dean that the student be administratively withdrawn.

Grades below B-: Courses for which a student receives a grade lower than B- may be retaken only once. The original grade earned remains in the student's record. Students who receive a grade below a B- in a course will be reviewed by the program director and department Chair. The program director and department Chair will assess the student’s ability to meet degree requirements and make recommendations concerning the student’s academic standing to the student, the department, and the Graduate School. The records of students who have been reviewed will be reassessed at the end of the following semester to determine whether sufficient progress has been made toward the degree sought. If sufficient progress has not been made, the department will recommend to the graduate dean that the student be administratively withdrawn. If a student receives two grades or more below a B-, the program director and department Chair will automatically recommend to the graduate dean that the student be administratively withdrawn.

Incompletes: Students who have more than one incomplete in any semester will be reviewed by the program director and department Chair. The program director and department Chair will assess the student’s ability to meet degree requirements and make recommendations concerning the student’s academic standing to the student, the department, and the Graduate School. The records of students who have been reviewed will be reassessed at the end of the following semester to determine whether sufficient progress has been made toward the degree sought. If a student has an incomplete in a course after a second semester the department will recommend to the graduate dean that the student be administratively withdrawn.

Course Change

It is possible to ADD a new course or DROP out of one course and enroll in a new one during the first two weeks of the semester. Deadlines for adding a course are listed in the academic calendar. To add and drop courses, log into your student SIS account to make any changes to your schedule. Include your additional tuition payment, if applicable. There is no record of enrollment if the course is dropped by
the designated date on the academic calendar. Courses dropped after this deadline will be assigned a “W” (Withdrawn) on the Tufts transcript.

Cross-Registration

During the academic year, full-time graduate students may take one course per semester for both a grade and credit through cross-registration agreements with the Fletcher School of Law and Diplomacy, the Friedman School of Nutrition Science and Policy, the Sackler School of Graduate Biomedical Sciences, Boston College, Boston University, and Brandeis University. Cross-registration forms and course schedules are available at the Student Services Center. **It is not possible to cross-register during the summer terms.**

Extension of Degree Time

Extension of time is granted for no more than one year and must have the written support of the student’s advisor/chairperson. To request an extension of time to complete the degree requirements, a student must complete a Request for an Extension of Time form available online at (asegrad.tufts.edu/current-graduate-students) I believe this is incorrect; is this form on SIS? and submit it to their department for approval. For further information on extension of degree time, please refer to the Tufts Graduate Student Handbook.

Graduate Student Travel Funds

Travel reimbursement grants (for up to $400) are available to doctoral or master's degree candidates who have had an accepted paper presentation of their research at a conference or professional meeting. Smaller grants (up to $200) are available for graduate students who are not presenting their work but attending professional meetings or for specific research trips. Application and documentation is required for all grants and detailed guidelines and an application form can be found online at http://asegrad.tufts.edu/academics/research/funding-opportunities-tufts/graduate-student-travel-fund. There are two rounds of application submission. Applications for travel between July and December should be submitted by October 15, and applications for travel between January and June should be submitted by February 15. Applications received after the deadline will be considered only if funds are available. Awards are limited and made on a first-come, first-served basis and given only once per student per academic year (July-June).

Incomplete Grades

An incomplete may be awarded only if the student has done work in the course, the instructor judges the reasons for granting incomplete status to be valid, and the instructor determines that the work can be completed in the time specified on the Incomplete Contract Form. It is the responsibility of the student to request an incomplete before the due date of the required work. If an incomplete is granted, all work in the course must be completed on or before the date six weeks after the first day of classes in the subsequent semester (fall or spring only; summer terms excluded). If the student has completed the work within the stated time, it will be evaluated without prejudice. Upon the student’s completion of work in the course,
the instructor must submit a final grade to the registrar within eight weeks after the first day of classes of the subsequent semester. If a course is not completed by the designated time, the student will receive the default grade specified on the incomplete form. Under exceptional circumstances, an extension of the six-week deadline may be granted at the discretion of the instructor. Students who have more than one incomplete per semester will be reviewed by the program director and department Chair.

**Independent Study**

Students who wish to explore a topic not in the curriculum may find an instructor to guide their independent study. The student should define as clearly as possible their area of interest and should approach faculty whose interests and expertise seem closest to the topic.

**Leave of Absence**

A leave of absence is granted for no more than one year and must have the written support of the student’s advisor/chairperson. International students may not take a leave of absence and remain in the United States. The International Center must be contacted to discuss the circumstances requiring the leave BEFORE any leave is authorized. For further information on a leave of absence, please refer to the Graduate Student Handbook.

**Pre-registration**

Students are encouraged to pre-register for courses for the upcoming semester. Pre-registration facilitates planning and program development. Pre-registration dates, usually mid-November for spring semester and early April for the fall semester, are noted in the Tufts Academic Calendar. Students are expected to meet with their faculty advisor prior to pre-registration to plan for the upcoming semester.

**Procedure for Awarding of Degrees**

Graduate degrees are awarded in May, August, and February. Students are responsible for informing the graduate office of their intent to graduate by applying for graduation online, submitting a degree sheet, and completing the graduate exit survey. The graduate school and department reserve the right to remove the names of candidates who have not met degree requirements from the degree list. The candidates should check with the graduate school and/or the department to make sure all requirements have been met and that they have been placed on the degree list for the appropriate award date. For detailed information on the awarding of degrees, please refer to the Graduate Student Handbook.

**Transfer of Credit**

Students may apply for transfer credit for graduate-level courses taken at Tufts or at other institutions. It is suggested that transfers be done early on in the semester. Where semester hours are used, one 3- or 4-semester-hour course equals one Tufts credit, and one 2-semester-hour course equals one-half Tufts credit. Where quarter hours are used, one Tufts credit equals 5.25 quarter hours. A maximum of two graduate-level courses taken either as a non-degree student at Tufts University or at
another institution may be transferred and used to fulfill requirements for a graduate degree, subject to the following conditions.

Credits transferred must:

- carry the grade of B- or better (courses taken as pass/fail cannot be transferred)
- have been taken following completion of the baccalaureate degree
- not have been counted toward another degree
- have been earned in graduate-level courses at a properly accredited institution
- have been taken within the past five years

All courses to be transferred must be approved by the faculty in the Department of Education and by the Graduate School Executive Committee in order to graduate. The Executive Committee reserves the right to deny transfers of credit if it determines that all criteria have not been met.

**Transfer of Degree Program**

Students who wish to transfer into a degree program other than the one to which they have been accepted must complete a formal request for transfer. These requests will be reviewed by the department Chair and relevant program directors. A recommendation will be made to the Graduate School to accept or deny the request for transfer of degree. Students will be charged additional tuition costs for any extra coursework that is required to meet the new degree requirements.

**Undergraduate Course Policy**

Courses at Tufts are grouped in three categories:

- 001 - 099 = Undergraduate
- 100 - 199 = Undergraduate and Graduate
- 200- = Graduate only

Only courses numbered 100 or higher can be applied to graduate degrees.
PROGRAM CONTACT INFORMATION

Art Education.................................................................Susan Barahal
   The School of the Museum of Fine Arts
   230 The Fenway
   Boston, MA 02115

Educational Studies..........................................................Sabina Vaught

Elementary STEM Education........................................Brian Gravel

Middle and High School Education...............................Laura Rogers

Museum Education..............................................................Cynthia Robinson

School Psychology .............................................................Steven Luz-Alterman

STEM Education ................................................................David Hammer
DEPARTMENT AND AFFILIATED TELEPHONE NUMBERS
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TUFTS UNIVERSITY
http://ase.tufts.edu/education/default.aspx
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