The major initiatives and accomplishments are as follows.

1. **Drafting a new GRE waiver policy.**
   In the past, department chairs had authority to waive GRE scores at their discretion. However, this opened up fairness and gender equity issues. To resolve this, the department chairs discussed and approved a new policy on November 17, 2014 that only provides GRE waivers to part-time students meeting specific criteria. The final policy is attached in appendix A. Should Chairs feel an exception to the policy should be made for a unique circumstance, a form was created (appendix D) that will track such requests and the final decision. This should ensure consistency across departments.

2. **A new Master's of Science in Innovation and Leadership:**
   A Proposal was presented to the Graduate Studies Council (GSC) committee by Mark Ranalli, Associate Dean and Executive Director, Gordon Institute. The GSC committee reviewed this proposal and Mark Ranalli revised the proposal in accordance with the committee’s recommendations. The proposal was approved by the GSC committee on March 17, 2015 and forwarded on for SOE faculty approval. The SOE faculty approved the program on April 15, 2015.

3. Meredith Portsmore presented a new **CEEO K-12 Engineering Education Certificate Program** to the GSC for review and approval. The committee approved the proposal and the proposal was forwarded to the SOE Faculty for approval. The CEEO K-12 Engineering Education Certificate Program was approved by the SOE faculty on December 10, 2014 and subsequently approved by the Provost’s office.

4. **Revised the Dean/Provost/Sterns Fellowship Guidelines:**
   The Fellowship rules and policies were simplified to ensure a streamlined process and provide equity across department participation. The major changes include allowing departments to select 2 candidates automatically and submit 2 other candidates for the general competition. The number of fellowship offers is capped based on the number of offers the Dean of Engineering approves. This year SOE yielded 50% of the offers made. This is increased from the 35% in previous years. Thank you to Dean Linda
Abriola for working with Associate Dean Karen Panetta drafting the initial revision of the fellowship guidelines for the committee to review. The final version of the fellowship rules is attached as an appendix B.

The Fellows that will matriculate in September 2015 are:

**Deans Fellows:**
- Jai Seoung Chung, CEE
- Mohammad Karimzadeh, ECE
- Haixing Keho Bitechnology
- Matthew Mueller, ME
- Dinesh Chandra, ME
- Kumar Sabarirajan, ME
- Rebekah Still, CS

**Provost Fellows:**
- Breanna Duffy, BME
- Jeanne-Marie Musca, CS
- Marlene Woolf, CEE

**Stern Fellows:**
- Michael Ritter CEE
- Terrence Roh, BME

**Adams Fellow**
- Vasanth Sarathy, CS: Cognitive Science

The John and Dorothy M. Adams Interdisciplinary Graduate Fellowship was awarded for the first time this year. The fellowship will specifically target truly extraordinary students to apply to SOE graduate programs in the school of engineering’s strategic interdisciplinary research areas with a preference to environmental sustainability. This award is intended to be extremely prestigious and selective and will offset funding for both tuition and stipend for the recipient.

5. **PHD Qualifying exam score tracking.**
   After numerous inquiries from students about the Ph.D. qualifying exam results, it was determined that departments should provide the Associate Dean of Engineering with the results and demographics of students taking the exam. This provides two benefits, a) it ensures oversight that gender and diversity equity is being met and b) provides data for SOE to supply as part of new training grants submissions to federal agencies. Departments are to report their results after each exam. The required information collected is provided in appendix E.

6. **Applicant Inquiry Response Process**
   After investigating the manner in which prospective applicants make inquiries about SOE Graduate programs, it was determined that a majority of applicants contact faculty directly. These inquiries may not be answered and were not being shared with the departments or graduate admissions. The Associate Dean initiated an applicant inquiry response procedure that is intended for faculty to forward on any and all inquiries made directly to them about graduate programs. This information is shared with admissions and should guarantee that a candidate receives at least two responses to their inquiry with information about Tufts University and about the program of interest. In 2014, applications increased 23% due to this response system. In 2015, over 750 inquiries were gathered from this process. Unfortunately, these inquiries
were never forwarded on to admissions or answered due to the lack of staff availability. This directly impacted the number of applications received. In the future, every Friday, it will be expected that a graduate staff person will forward this information on to admissions as well as send out responses on the behalf of SOE to the prospective candidates.

7. Graduate Awards.

**Outstanding Graduate Contributor to Engineering Education**
Nicole Pfeister-Latham
Latham

**Outstanding Academic Scholarship**
Nathaniel Allen
Mechanical Engineering
Ariel Horowitz
Chemical and Biological Engineering
Ming Yan
Chemical and Biological Engineering

**Award for Commitment to the Practice of Engineering**
Katherine Woodward
Civil and Environmental Engineering

**Tufts Gordon institute Outstanding MSEM**
Corey O’Conner

**Graduate AS&E Research Awards: Recipients from the School of Engineering**
Yuchen Huang
Civil and Environmental Engineering
“The Behavior of Soils Undergoing Cycles of Freeze-Thaw and Loads”

Rhiana Meade
Civil and Environmental Engineering
“Accuracy and Precision of Silver Testing Methods in Ceramic Filter Manufacturing”

Dimitra Pouli
Biomedical Engineering
“Optical Biomarkers Extracted through Endogenous Contrast Sources can Distinguish between Neoplastic and Healthy Lung Tissue”

Douglas J. Leaffer
Civil and Environmental Engineering
“Spirometry Measurements of Lung Function in Children Impacted by UFP from Highway Exhausts”

**Outstanding Faculty Contribution to Graduate Education**
John Durant
Civil and Environmental Engineering

**SOE Outstanding Career Achievement Award**
Paul Kelley
M.S. ’79, Structural Engineering

**SOE Outstanding Service Award**
Brendon Providence  M.S. ’13 Electrical Engineering

**Outstanding Graduate Student Contribution to Undergraduate Studies**
Prity Bengani  Chemical and Biological Engineering

**Faculty Mentoring Award**
Professor Maria Flytzani-Stephanopulos  Department of Chemical and Biological Engineering

The awards were presented at the combined Graduate School of Arts & Sciences (GSAS)/ School of Engineering (SOE) Awards ceremony on April 24, 2015.

8. **Review of Academic Standing Procedures**
The Graduate Handbook has the posted rules for what defines good academic standing. These rules are currently being revised to be more concise and clear. The primary rule states that 2 grades below B- place a student in poor academic standing. Although these rules are posted, very few departments currently review graduate students progress or send any notices to those students that are not in good academic standing. Termination of student funding or dismissal from the graduate program for poor performance should be documented and provide the student time to improve performance. Since the Graduate Dean is contacted by department chairs or faculty members to initiate such a termination, it is necessary that this documentation be tracked and maintained. Therefore, the Dean’s office now reviews all graduate transcripts at the end of each semester and will first notify the departments of their students not in good academic standing and then send official letters out to students. The AS&E Graduate Deans are also reviewing the possibility of placing a notation on the internal transcripts of graduate students not in good academic standing. This discussion will continue and recommendations will be made to the AS&E Deans.

9. **Brazil Science without Borders Program**
The Brazilian Government has instituted a scholarship program to send its students abroad to pursue post-doctoral, doctoral studies as well as collaborative research abroad, which is called a “bridge program”. This program pays 100% of the student’s tuition, living expenses, stipends and fees for the duration of their academic program. Associate Dean Karen Panetta organized a meeting of interested faculty to meet with a program liaison. Prospective students needed letters of support from prospective advisers and a letter stating the costs of stipends and tuition in SOE. These letters of support were generated so that faculty now have standard letters available from the Dean’s office. 10 Faculty members expressed interest and were provided opportunities to correspond with prospective students. This experimental program can now accommodate more faculty interest because the process has been streamlined to minimize faculty time and effort in helping students apply for the scholarships. The Associate Dean also solicited faculty to send in research bios for the virtual fair
conducted in conjunction with this program. Any faculty member that supplied a bio had their research represented in the fair. The Tufts virtual booth had over 650 visits.

10. Combined BS/MS, BS/ME program growth
The combined BS/MS and BS/ME programs have been in existence for some years, but very few faculty and students were aware of it. The program is intended as a Master’s honors program (minimum GPA requirement), for Tufts undergraduate students to complete both the BS and MS degrees in five years. The combined program includes summer stipend support for participating students, so that they can begin their thesis work in the summer preceding their senior year and follow their senior year with research as well. Students are required to pay for only 2 semesters of tuition and are allowed to double count two courses from their B.S. program. The program was promoted and a resulting record number of applications were received. In 2015, 46 applications were received and 46 students were accepted into this program. A memo was drafted to faculty to inform them that the Associate Dean had been directed to investigate guarantees that students accepting summer stipends as part of this program, would be legally obligated in some manner to pay back the funds, should they not matriculate into the graduate program. The memo sent on June 23, 2015 is attached as well as the request form. It is strongly recommended that enrollment of this program be reserved for exceptional students as was originally intended. The legal obligation document for students is still an open action item and needs to be resolved.

11. Thesis Embargos
The number of requests for thesis embargos has increased, which implies that faculty are producing more intellectual property. The Associate Dean has created a form for to request and track thesis embargos. Students making the request need their faculty adviser to approve the embargo and unfortunately, if the approval does not come in a timely fashion, the thesis is released. It is suggested that faculty consider filling this form out at the time of the student’s defense so that it is processed at the same time as all the degree requirements forms.

12. Admissions software updated
The SLATE admissions software and tracking system went live. The software now automatically handles all data within a candidate’s application. Reviewing of the applications is electronic. The major reported issue with SLATE is that departments cannot have more than one individual reviewing an application at the same time. To compensate for this, departments downloaded the files and had faculty look at copies outside of SLATE. Furthermore, once an application decision is made, the application is no longer visible to departments or the Deans. The Associate Dean must now review each and every application decision, where previously, only accepted candidates were reviewed in batches. While this is more time consuming, several issues can be caught, such as stipends out of valid permissible ranges, incorrectly coded final decisions, scholarships awarded to students with full external funding and identifying good candidates for competitive initiative support.

13. Certificate Program Marketing initiative
In an effort to bring in more revenue to SOE through certificate programs, the Associate Dean requested new brochures encompassing all the programs be developed. Right now, there is no one comprehensive brochure that appropriately
communicates the benefits of each certificate program. Julia Keller has taken on directing this initiative and gathering input from admissions staff as well as the program directors for each certificate program to help create the marketing brochures. The Associate Dean wishes acknowledge Julia for taking on this role and the input of Angela Foss and Karen Richardson.

14. Graduate Website

The AS&E graduate website project is underway and is intended to provide prospective applicants a more user-friendly process to find information and apply to our programs. Julia Keller is the point person from SOE on this project and has coordinated with Arts and Sciences on the development with the outside vendor building the site. Faculty have been providing feedback on the new site. The original launch date was supposed to be February 2015. The new launch date is July 20, 2015. The site should include the changes that the Deans and faculty requested.

15. Data Summaries

In the past, several different databases were used to track data in the university. The graduate application data before 2015 was manually copied from the former Embark application software system. This caused several unfortunate issues: applicant test scores data was omitted, candidate information was copied incorrectly and information was keyed in differently depending on the individual that processed the data, making accurate data analysis impossible. Furthermore, upon inspection of the Tufts University Fact book, Dean Panetta discovered that data queries were inconsistent from year to year. To resolve this problem, she downloaded 5 years of raw data, standardized the field formats and wrote data queries to produce the following graphs covering the years 2009-2014. This correct information was provided to the Provost’s office so that the fact book could be corrected with respect to SOE data. The data presented here supersedes any other queries provided for years 2009-2014. Much of this data coherency problem for graduate application data has been resolved by the installation of the SLATE admissions processing software and tracking system for 2015. When querying any data, one must still be careful to note that “graduate enrollments” also includes certificate and post-baccalaureate programs. When requesting graduate enrollment data, care must be taken to request specific degree granting programs. In previous years for instance, MS/PHD program students were included in the system twice or assigned to one or the other program designation depending on which staff person copied the applicant information. This problem has been resolved. In 2015, all MS/PHD degree students are considered PHD students.

Respectfully submitted,

Karen Panetta
Associate Dean, Graduate Education, School of Engineering
SoE Acceptance and Enrollment Rates for 2009-2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Acceptance Rate</th>
<th>Enrollment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2009</td>
<td>51.02%</td>
<td>41.33%</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>46.15%</td>
<td>46.37%</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>49.18%</td>
<td>43.55%</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>43.35%</td>
<td>38.28%</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>43.58%</td>
<td>44.71%</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>45.99%</td>
<td>33.20%</td>
</tr>
</tbody>
</table>
SoE Acceptance and Enrollments for 2009-2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Accept</th>
<th>Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2009</td>
<td>155</td>
<td>375</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>192</td>
<td>416</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>211</td>
<td>429</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>189</td>
<td>436</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>197</td>
<td>452</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>189</td>
<td>411</td>
</tr>
</tbody>
</table>
SoE Fall Enrollments for 2009-2014

- Fall 2009: 155
- Fall 2010: 192
- Fall 2011: 211
- Fall 2012: 189
- Fall 2013: 197
- Fall 2014: 189
SoE PhD Acceptance and Enrollment Rates
Fall 2014

Acceptance Rate  Enrollment Rate

<table>
<thead>
<tr>
<th>Program</th>
<th>Acceptance Rate</th>
<th>Enrollment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Engineering (PHD)</td>
<td>5.84%</td>
<td></td>
</tr>
<tr>
<td>Biotechnology Engineering (PHD)</td>
<td>55.56%</td>
<td></td>
</tr>
<tr>
<td>Chemical Engineering (PHD)</td>
<td>47.37%</td>
<td></td>
</tr>
<tr>
<td>Civil &amp; Environmental Engineering (PHD)</td>
<td>17.57%</td>
<td></td>
</tr>
<tr>
<td>Computer Science (PHD)</td>
<td>21.51%</td>
<td></td>
</tr>
<tr>
<td>Computer Science: Cog Sci (PHD)</td>
<td>10.53%</td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering (PHD)</td>
<td>35.71%</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering (PHD)</td>
<td>31.82%</td>
<td></td>
</tr>
</tbody>
</table>
SoE Masters Acceptance and Enrollment Rates
Fall 2014
## Fall 2014

SoE Masters and Doctorate Application Status Report

<table>
<thead>
<tr>
<th>Degree</th>
<th>Total Applications</th>
<th>Total Admitted</th>
<th>Enrolling</th>
<th>Acceptance Rate</th>
<th>Enrollment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>652</td>
<td>297</td>
<td>146</td>
<td>45.55%</td>
<td>48.16%</td>
</tr>
<tr>
<td>Masters (MSEM Excluded)</td>
<td>554</td>
<td>224</td>
<td>84</td>
<td>41.95%</td>
<td>37.50%</td>
</tr>
<tr>
<td>PhD</td>
<td>586</td>
<td>114</td>
<td>43</td>
<td>19.45%</td>
<td>37.72%</td>
</tr>
<tr>
<td>Total</td>
<td>1238</td>
<td>411</td>
<td>189</td>
<td>33.20%</td>
<td>45.99%</td>
</tr>
<tr>
<td>Total (MSEM Excluded)</td>
<td>1120</td>
<td>338</td>
<td>127</td>
<td>30.18%</td>
<td>37.57%</td>
</tr>
</tbody>
</table>
### Fall 2014 PhD by department

#### Fall 2014

**SoE Doctorate Application Status Report**

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Applications</th>
<th>Registered</th>
<th>Admitted</th>
<th>Rejected</th>
<th>Rejected</th>
<th>Acceptance Rate</th>
<th>Rejection Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Engineering (PhD)</td>
<td>13</td>
<td>13</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Instrumentation Engineering (PhD)</td>
<td>98</td>
<td>97</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Nuclear &amp; Environmental Engineering</td>
<td>55</td>
<td>54</td>
<td>14</td>
<td>1</td>
<td>9</td>
<td>75.45%</td>
<td>16.36%</td>
</tr>
<tr>
<td>Computer Science (PhD)</td>
<td>55</td>
<td>54</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>88.57%</td>
<td>11.43%</td>
</tr>
<tr>
<td>Computer Science (MEng)</td>
<td>9</td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>Electrical Engineering (PhD)</td>
<td>98</td>
<td>97</td>
<td>27</td>
<td>12</td>
<td>3</td>
<td>71.79%</td>
<td>22.22%</td>
</tr>
<tr>
<td>Mechanical Engineering (PhD)</td>
<td>98</td>
<td>97</td>
<td>27</td>
<td>12</td>
<td>3</td>
<td>71.79%</td>
<td>22.22%</td>
</tr>
<tr>
<td>Total</td>
<td>586</td>
<td>568</td>
<td>114</td>
<td>71</td>
<td>43</td>
<td>43.45%</td>
<td>37.72%</td>
</tr>
</tbody>
</table>
Appendix A: GRE Waiver Policy

To: Admissions
From: Associate Dean Karen Panetta
Date: 11/17/2014
Re: New policy on GRE Test Score Waivers

Effective November 17, 2014, a new policy for waiving the GRE test scores for School of Engineering graduate applicants has been instituted. Department Chairs will no longer be able to grant waivers at his/her discretion.

The new policy is:

1. All candidates applying for any SOE Ph.D. program, whether part-time or full time must have GRE test scores.
2. All students applying full time for any SOE degree program must have GRE test scores.
3. GRE test scores are not required for students applying to the Gordon Institute. GRE test scores are not required for the combined 5 year BS/MS, BS/MEng programs.

The following rules are for students applying part-time:
4. Any U.S. citizen or documented U.S. resident applying part-time to an SOE Master’s degree program, with 5 or more years of professional work experience with a cumulative undergraduate GPA of 3.2/4.0 or greater or equivalent from an accredited or recognized engineering or computer science program will be granted a GRE waiver.
5. Any U.S. citizen or documented U.S. resident student enrolled in a Tufts SOE Certificate program, who applies part-time to any SOE Master’s degree program with cumulative GPA of 3.7 will have the GRE test scores waived.

APPENDIX B:

Fellowship guidelines:

On behalf of Dean Linda Abriola, I am writing to solicit department nominations for Provost, Dean’s and Stern Graduate Fellowships. These competitive fellowships are designed to help us recruit our strongest doctoral applicants. Each department is nominally allocated one fellowship.
This year the Dean will also award the John A. and Dorothy M. Adams Endowed Interdisciplinary Fellowship for the first time. This fellowship targets outstanding doctoral candidates in our strategic interdisciplinary areas with a preference for environmental sustainability.

Our goal is to award ten fellowships for the next academic year. Three Provost Fellowships will be awarded by the Provost, on the recommendation of the Associate Dean. The remaining fellowships will be awarded by the Dean on the recommendation of the SOE Graduate Studies Committee (GSC). All fellowships will award supplemental support in the form of $10,000 per year for the first three years of study. (Note that this is a change from previous years. This change has been instituted to make our fellowships more competitive.) All nominations for the fellowships must include: a commitment from the department and faculty advisor to provide the base Teaching or Research Assistantship, comprising a 12-month stipend of no less than $22,000 per year.

Thus, all applicants selected to become Fellows will receive at least $32,000 per year in stipend support for the first three years of study.

Support in all subsequent years of study is the responsibility of the nominating faculty advisor and the department.

**Fellowship Offerings**

Based on our previous years’ yield, the Dean has authorized a total of 27 fellowship offers to be made according to the following guidelines:

- Each department should select 2 candidates to whom offers will be made, given that these candidates satisfy fellowship guideline (yielding 12 offers).
- Each department can also nominate up to 5 other candidates for possible fellowship selection. This pool of up to 30 candidates will be reviewed and ranked by the SOE GSC at its February meeting. The highest ranking 15 candidates will also receive fellowship offers.
- From among its nominees, good candidates for the Adams fellowship should be noted by the nominating department (up to two may be designated for consideration).
- The CEEO can also nominate up to two candidates to be considered for fellowship selection along with the 30 departmental candidates.
• Unless approved by the Dean of Engineering, no additional offers other than the original 27 will be made.
• Specific fellowship awards will be determined by the Associate Dean, in consultation with the Dean.

**Selection Criteria**

All fellowship candidates must be applying to a Tufts PhD program or have the intent to pursue the PhD at Tufts following completion of their Tufts MS program. All nominees must have:

• A completed application to a PhD program (or MS/PhD program) in SLATE with all required test scores and reference letters.
• Already been accepted by the department and the acceptance recorded in SLATE.
• Outstanding academic records as indicated by grades, standardized test scores, programs of study, related experiences.
• Excellent letters of recommendation.
• Strong potential for research.

**Nomination Package**

The nomination package from each department will consist of a cover letter from the Department Chair that lists the nominees that are being proposed by the department and an appendix of nominating letters (each not to exceed one page) written by the proposed faculty advisor for each nominee. The cover letter should indicate the Department’s commitment to support the fellowship students for the duration of their programs and clearly identify the two candidates who are to be considered in the pool of 12 initial offers and up to two candidates who fit with the Adams Fellowship profile.

Each nominee’s application form, transcript(s), personal statement, letters of recommendation, test scores, and other relevant materials will be available to the Graduate Committee through the SLATE platform for evaluation.

Each Chair should transmit the department nomination package to the Associate Dean via email. The email should be sent by 8:00 pm on Wednesday, February 25, 2015 to Engineering Graduate Studies (enggradstudies@tufts.edu<mailto:enggradstudies@tufts.edu>), with copies to
the Associate Dean (karen@ece.tufts.edu) and the department’s representative to the Graduate Studies Committee.

**Upon submission of the nominations, departments may informally contact the applicants to notify them of the Fellowship nomination. Please do not inform students that they were awarded a fellowship.** After receiving approval from the Dean, the Associate Dean will send official letters to the nominees informing them of their selection for these Fellowships.

Departments should report acceptances or declinations as they occur to Engineering Graduate Studies (enggradstudies@tufts.edu).

We all look forward to an even more successful effort in attracting the strongest applicants to our doctoral programs. If you have any questions, please contact Engineering Graduate Studies (enggradstudies@tufts.edu) or me (karen@ece.tufts.edu).

Best regards,

Karen Panetta, Associate Dean of Graduate Education

School of Engineering

(617) 627-5976
Appendix C: Memo to Chairs concerning the Combined BS/MS BS/ME program

Dear Department Chairs,

The following is an excerpt from the December 8, 2014 Chairs meeting:

At the December 8, 2014 Department Chairs Group meeting, Associate Dean Karen Panetta discussed the combined BS/MS program. She stated that there were 40 applicants and 20 did not meet the minimum requirements. Karen raised the question of whether she should outright reject these applications. It was decided by the Department Chairs that Karen would forward all BS/MS applications to the Department Chairs to review and allow departments to make the decisions, instead of outright rejecting the applicants who did not qualify. The program requires a minimum GPA of BSME=3.2 and BSMS=3.6.

The following is an update:

In May of 2015, Karen informed Dean Abriola that all students who had applied for the BS/MS, BS/ME programs were accepted and a total of 46 students had declared their intent to enroll. This included all the applicants not meeting the minimum GPA requirements.

The program funds up to 2 summer stipends for a maximum of 10k per BS/MS student. Karen alerted Dean Abriola that this could pose a financial burden on the School of Engineering, should a large number of these undergraduate students not matriculate into the graduate program.

The Tufts University Legal department was consulted and they proposed having BS/MS students receiving summer money sign a promissory note, that states the student would be obliged to pay back any summer money received should they drop out of the program before matriculation into the graduate program. This “loan” would be forgiven immediately upon matriculation into the graduate program (i.e., the 5th year) and the student would not have to pay anything. This precaution is to prevent students from taking summer money and dropping out of the program after SOE has made the investment toward their graduate program.

Unfortunately, this legal document has still not been finalized, and some students have already begun working on their research. In the past, I have requested that the faculty adviser send me a note with the student’s name, and start and end date, and copying the department chair and I would verify their enrollment and eligibility and authorize the stipend. A few of the departments have already done so. If your
department has not done this, please do. I will work with Dean Abriola and the legal department to resolve the payment issue as soon as possible.

In the meantime, I am strongly recommending that the department chairs revisit this issue in the fall and decide whether it would be better to hold firm to the requirements of the program, so that the integrity of the program and financial risk to SOE is reduced, and/or seek other remuneration alternatives for students such as a tuition voucher worth up to 10k off the 5th year Master’s program that would only be provided should students conduct summer research on campus with their graduate adviser. Whatever decision is made next year, will not affect the 46 students currently enrolled in the program.

Sincerely,

Dr. Karen Panetta
BS/MS SUMMER RESEARCH

Students Name: Click here to enter text.  Date: Click here to enter a date.
Student ID#: Click here to enter text.
Student’s Advisor: Click here to enter text.
Student’s Start Date: Click here to enter a date.  End Date: Click here to enter a date.
DeptID to charge for students stipend: Click here to enter text.

Description of work student will be performing Click here to enter text.

Please indicate your agreement to notify your Departments Administrator of any change in the student's period of work.

Print name: Click here to enter text.  Date: Click here to enter a date.
Signature: Click here to enter text.

Submit to: Karen Panetta
Associate Dean
Anderson Hall
Medford, MA

Office use only:
Date processed ____________________ by: _________________________________
Appendix D:

**Departmental request for GRE test scores waiver for an SOE graduate applicant**

Date: ____________________

Name: ____________________

First

Last

Suffix

GPA: ____________________

Department: ____________________

Program applying to
(please circle one):

<table>
<thead>
<tr>
<th>MS</th>
<th>ME</th>
<th>MS/PHD</th>
<th>PhD</th>
</tr>
</thead>
</table>

Reason for waiver: ____________________

Graduate Program Director:

Print Name ____________________

Signature ____________________

Date ____________________

Department Chair:

Print Name ____________________

Signature ____________________

Date ____________________

**OFFICE USE ONLY:**

Approved ________

Denied ________

Dean Signature ____________________

Please return form to Deans Office in 105 Anderson Hall for consideration by Associate Dean of Graduate Education

Date ________
Appendix E: Qualifying data Tracking information requested from Departments

Department Name:
Date of Exam:

Student Name:
US Citizen?
Country of Origin if not US
  African American
  Asian
  Hispanic/Latino
  Native American Indian
  Student record does not self-identify
Gender, Male/Female/
  Student record does not self-identify
First time taking exam?
If not, how many times?
Student score out of 100%
Result: Pass/Fail
Comments