



THE FLETCHER  
SCHOOL

TUFTS UNIVERSITY

# STUDENT HANDBOOK

---

2020-2021

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## Introduction and Welcome

Dear students,

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

Academically, we are trained to analyze and make sense of the complex issues that abound in this world. Many of those issues, including events that may occur during the school year, can provoke intense feelings. In our academic pursuits, in class or out of class, in our debates electronically or in person, it is easy to forget that some members of the community may be impacted on a very personal level and we can inadvertently be insensitive to their realities. In our discussions and debates—electronically or in person—courtesy, respect, and collegiality should be foremost in our minds.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Laurie Hurley".

**Laurie Hurley, Associate Dean of Admissions and Student Affairs**

## **Student Code of Conduct**

### **A. Preamble**

The Fletcher School at Tufts University is a broad community of students, faculty, administrators, and many visitors. The long-standing mission of the School is:

- to educate professionals from around the world and to prepare them for positions of leadership and influence in the national and international arenas;
- to increase understanding of international problems and concerns through teaching, research, and publications;
- to serve local, national, and international communities in their search to develop relationships of mutual benefit, security, and justice in an increasingly interdependent world.

Fletcher students are expected to be responsible citizens of the School and should exercise good judgment and ethical behavior in their academic, professional, and personal lives. A professional, ethical environment requires a common set of behavioral expectations, the participation of all students, and adherence to Tufts University and Fletcher School policies.

The Fletcher Code of Conduct encompasses School and University policies that are designed to ensure that all students share a collective responsibility for maintaining the highest ethical standards and professional conduct. The Code of Conduct sets forth a process to ensure accountability, in order to reinforce the need for all students to comply with University policies and federal, state, and local laws of the surrounding cities in which they live, study, work, and visit.

The Code is supplemented by the Guiding Principles of The Fletcher School, which are set forth immediately below.

### **B. Guiding Principles of the Fletcher Community**

The Guiding Principles of the Fletcher Community are values that students are expected to honor in their time at the School. These Principles are not formally part of the Code of Conduct but rather complement it by providing guidance on matters of broader concern that may arise within our community. Some actions that community members might find uncivil, rude, or disrespectful cannot be dealt with under the Code of Conduct Procedures set forth in Section E

below. However, such concerns may be addressed in other ways, such as through counseling, mediation, and/or school-wide conversations to raise awareness of the perceived problems.

Accordingly, Fletcher students are expected to uphold the following Guiding Principles:

- *Community*—Build and enhance the community by fostering inclusiveness and collaboration. Treat all members of the community fairly.
- *Compassion*—Show kindness and compassion to others. Seek to interact with and understand people who are different from yourself. Understand and appreciate how your decisions and actions impact others.
- *Integrity*—Maintain the highest standards of academic and professional integrity, as set forth in the Code of Academic Integrity.
- *Respect*—Respect yourself, others, property, and the community, which includes respecting others' safety, privacy, and personal autonomy. In both the intellectual and social community, respect transcends disagreement and facilitates learning and understanding.
- *Responsibility*—Be accountable for your decisions and actions, and do not abuse any position of authority or responsibility. Refrain from decisions and/or actions that would interfere with University activities or would expose the University to legal risk. Do not engage in any activity that would damage the health, safety, or welfare of anyone.

### **C. Scope (Jurisdiction) of the Code of Conduct**

Fletcher's Code of Conduct applies to all students, degree and non-degree, at The Fletcher School. Alleged violations of the Code of Conduct will be considered under the Procedure Regarding Violations of the Fletcher Code of Conduct set forth in Section E below.

The Code of Conduct applies during regular academic terms; during academic breaks, such as the summer or winter breaks; during internships; and while students are on personal, medical, or other leave. The Code of Conduct applies to behavior that occurs on any of Tufts' campuses, off campus, and online; it applies to students who are cross-registered at other universities or who are studying abroad. The Code of Conduct applies to all Fletcher student organizations.

In the event of serious misconduct committed while enrolled but reported only after the accused student has graduated, the University may invoke and utilize the Procedure Regarding Violations of the Fletcher Code of Conduct detailed in section E. Should the former student be found responsible for misconduct, the University may impose penalties up to and including revocation of that student's degree.

In some instances, an action that violates Fletcher and/or Tufts policy may also violate the laws of Massachusetts or of federal or local governments. Any such violation of law may be pursued in civil or criminal court simultaneously with and separate from the resolution of a complaint through the Procedure Regarding Violations of the Fletcher Code of Conduct. A pending legal action shall not delay University action, nor shall the outcome of a civil or criminal case determine the outcome of a University proceeding.

## **C. School and University Policies Included within the Code of Conduct**

Students are expected to abide by all published University policies, including the following Fletcher and Tufts University policies, which taken together make up the Fletcher Code of Conduct. All of the policies below are set forth or summarized in the Fletcher Student Handbook.

### **C1. Student Safety Policies**

- [Weapons & Violence Free University](#)
- [Alcohol and Other Drugs](#)
- [Smoking](#)
- [Disorderly Conduct](#)
- [Physical Abuse and Reckless Endangerment](#)
- [University-Affiliated International Travel Safety](#)
- [Threats](#)
- [Theft](#)
- [Unauthorized access](#)
- [Fire Safety, Life Safety Equipment, and Residence Hall Security Devices](#)
- [Community Health \(Return to Campus Guide\)](#)

### **C2. Working with Others Policies**

- [Prohibited Relationships with Students Policy](#)
- [Hate Crimes and Bias-Motivated Violations](#)
- [Harassment](#)
- [Hazing](#)
- [Retaliation](#)
- [Working with One Another Policy](#)

### **C3. Community Living Policies**

- [Disruption of Community Well-Being](#)
- [Disruption of a Community Activity](#)
- [Gatherings, Protests, and Demonstrations](#)

- [Declaration on Freedom of Expression](#)
- [Off-Campus Disturbances](#)
- [Property Damage and Vandalism](#)
- [Unauthorized Recording](#)
- [Tufts Policy on Political Activities](#)
- [Controversial Speakers and Programs](#)
- [Failure to Comply with a University Official](#)
- [Gaming and Gambling](#)
- [Public Nudity](#)

#### **C4. Information Technology Policies**

- [Responsible Use of Information Technology](#)
- [Tufts Email Account Policies](#)
- [Email Distribution Lists](#)
- [Directory Policies](#)
- [Class Videotaping Policy](#)
- [Use of Tufts' and Fletcher's Name, Brand, and Marks](#)

#### **C5. Student Organization Policies**

- [Fletcher Trek Policy](#)
- [Fundraising](#)

### **D. Conduct Not Addressed by the Code of Conduct**

#### **D1. Sexual misconduct**

Allegations of a sexual misconduct policy violation are resolved using the sexual misconduct adjudication process (SMAP). Information about the SMAP is available online at <https://oeo.tufts.edu/policies-procedures> and is summarized in the Student Handbook.

#### **D2. Discrimination**

Allegations that University non-discrimination policy was violated are investigated by the Office of Equal Opportunity (OEO). Information about the OEO's non-discrimination investigation and resolution procedures are available online at <https://oeo.tufts.edu/policies-procedures> and is summarized in the Student Handbook.

#### **D3. Violations of academic or professional integrity**

Allegations of violations of standards of academic or professional integrity are governed by the Code of Academic Integrity ("Honor Code") and resolved under that Code. The Code of

Academic Integrity is available in the Student Handbook and available on-line at <https://myfletcher.tufts.edu/fletcherconnect/school-governance-and-policies/>.

#### **D4. Grievances against a faculty member or administrator affiliated with Fletcher**

Grievances against Fletcher faculty member or administrator are governed by the Student Grievance Procedure set forth in the Student Handbook.

### **E. Procedure Regarding Violations of the Fletcher Code of Conduct**

Alleged violations of the University or Fletcher policies embodied in Fletcher's Code of Conduct by any Fletcher student, as witnessed by any employee, student, or other individual, will be handled as described in the following section, unless otherwise indicated in the relevant policy. Allegations of failure to conform to the Guiding Principles (Section B above) are not subject to these Procedures.

#### **E1. Code of Conduct Committee**

At the beginning of each academic year, the Dean of The Fletcher School shall appoint a Code of Conduct Committee composed of five people drawn from the School. Three members of the committee shall be members of the faculty; one member shall be a second-year Fletcher student, elected by the student body of the School; and one member shall be the Fletcher Director of Student Affairs or her/his designated representative. When a matter is referred to the Code of Conduct Committee, the Committee shall evaluate the information presented and determine an appropriate outcome or sanction, if any, pursuant to the following procedures. Decisions regarding a violation of the Code of Conduct are based upon the preponderance of the evidence (whether it was more likely than not that policy was violated by the conduct alleged).

#### **E2. Disciplinary Action and Fair Process**

The procedures described in this section and the following sections ensure that a fair review has taken place and that the information presented by the complainant, respondent, and any witnesses has received full consideration.

The University makes every effort to protect the privacy of each individual. The Committee shall give due consideration to such privacy interests and will conduct its work accordingly.

Official records of disciplinary investigation and action are maintained in the Office of the Registrar. These records are generally considered private and internal. They may be released to third parties pursuant to University policies and federal law, including the Family Educational Rights and Privacy Act of 1974, as amended. These policies currently provide that information may be released "[w]hen the information is a record of a campus disciplinary proceeding."

### **E3. Reporting Violations of the Code of Conduct**

An allegation is a written assertion that a violation of the Code of Conduct may have occurred. Any employee, student, faculty member, or visitor of the University may present an allegation to the Director of Student Affairs. Each allegation should describe, with as much specificity as possible (e.g., dates, names, locations, occurrences), the particular factual events that constitute the alleged violation. If such specificity is missing, the person making the allegation will be asked to supplement as appropriate.

Should community members wish to report violations of the Code of Conduct anonymously, they may do so through EthicsPoint, by calling EthicsPoint toll-free at 866-384-4277 or visiting <http://tufts-oeo.ethicspoint.com>.

### **E4. Anonymity**

Students or others who submit only information that is of a general or descriptive nature and that does not arise from their personal observation or knowledge may request to remain anonymous. They should indicate this desire when they deliver the information to the Director of Student Affairs, and the remainder of the process will use reasonable efforts to maintain the anonymity of these students or others. However, anonymity cannot be guaranteed. In most circumstances, students or others who provide information regarding alleged Code of Conduct violations in the form of their own observations cannot remain anonymous.

### **E5. Initial Review of an Allegation**

*The respondent must not contact the complainant with respect to the alleged violation. Any attempt to influence the complainant or to retaliate is itself a violation of the Code of Conduct and is subject to being considered under these Procedures.*

*Dishonesty in any stage of the Committee process could lead to further sanctions.*

Upon receiving an allegation or complaint, the Director of Student Affairs will consider the information received. After reviewing the allegation or complaint and any other documentation s/he deems appropriate, the Director of Student Affairs will determine whether the grievance is within the jurisdiction of the Code of Conduct. If the Director determines that the allegation may allege conduct that, if confirmed, might violate the Code of Conduct, the respondent will be immediately notified of the substance of the allegation, either orally or in writing.

If the alleged policy violation is a minor infraction, the Director of Student Affairs, in consultation with the Associate Dean of Admissions and Student Affairs, may:

1. dismiss the case based on a lack of evidence;
2. meet with the complainant and respondent and come to an informal resolution based on the requests of the complainant and the nature of the complaint; or
3. advise and/or provide a verbal or written reprimand in cases when the facts are not disputed.

For all other allegations, the Director of Student Affairs will consider the complaint with the Code of Conduct Committee Chairperson. Code of Conduct Committee members also may be consulted to assess the allegation and assist in the decision to either:

1. dismiss the case based on a lack of evidence;
2. meet with the complainant and respondent and come to an informal resolution based on the requests of the complainant and the nature of the complaint;
3. advise and/or provide a verbal or written reprimand in cases when the facts are not disputed;
4. forward the case to the appropriate department at Tufts for further review and handling;
5. forward the case to the Code of Conduct Committee and, if necessary, further investigate the allegation; or
6. determine any outcomes or impose sanctions identified in sections E10(a) through E10(d).

An additional investigation pursuant to subparagraph 5 may include interviewing the respondent, the complainant, and witnesses, as well as gathering and reviewing pertinent documents and any other information. The Chairperson and/or individuals selected by the Chairperson (including but not limited to the Tufts University Police Department) will investigate the allegations.

The Committee Chairperson, after consulting with Committee members, will decide to proceed with or without a hearing, depending on the severity of the allegation and/or possible sanctions.

In all cases, a Report shall be prepared that summarizes the allegations, the information obtained from the investigation, and the decision to dismiss or proceed with the case.

## **E6. Interim Actions**

Complaints of student misconduct occasionally require the School to take immediate action in order to protect the health, safety, or wellbeing of individuals or the community; to uphold University values; to end ongoing or prevent further misconduct; to separate individuals involved in a case; or for other similar reasons. To that end, the Director of Student Affairs, the Code of Conduct chairperson, and their respective designees, are each authorized to impose immediate interim measures when, in their judgment, such measures are necessary and appropriate under the particular circumstances.

Possible interim measures include without limitation interim suspension of a student from the University, interim suspension from a student organization, no-contact orders, restricting a student's access to certain campus locations, or changes to academic or work schedules.

Interim measures will usually remain in place pending the resolution of the complaint.

Interim suspension of an individual student may only be imposed if, in the judgment of the Director of Student Affairs the Code of Conduct chairperson, or their respective designees, there is evidence or information which appears reliable suggesting that the respondent violated a policy and that interim action is necessary: (1) to ensure the safety and well-being of members of the University community or preservation of University property; or (2) to ensure the student's own physical or emotional safety and well-being; or (3) if the student poses an ongoing threat of disruption of, or interference with, the normal operation of the university.

While a student is on interim suspension, the student is not permitted to access any building, facility, or activity of the University, including classes, residence halls, and extracurricular activities.

### **E7. Stay Away Requests**

The Director of Student Affairs or designee may issue Stay Away Requests (SARs) on behalf of students who would like to provide formal notice to another student that they do not wish to have further direct or indirect communication or contact with them. An SAR can be initiated by contacting the Office of Student Affairs.

1. An SAR prohibits direct or indirect communication or contact between the parties, including in person, mail, email, telephone, messaging, social media, or contact through friends, and is designed to secure the integrity of the adjudication process.
2. SARs stay in effect until further notice is given to the involved parties.
3. An SAR is a directive, not a disciplinary action, and it has no disciplinary consequences. It is not in itself a finding of responsibility for any disciplinary action, nor does it preclude future disciplinary action.
4. However, failure to abide by the terms of an SAR will likely result in serious disciplinary action, including a strong consideration of loss of privileges, probation, and suspension. Disregard of an SAR can also be used as evidence in a claim of harassment. Any party responsible for retaliation or threats of retaliation will also be subject to disciplinary action by the School.
5. An SAR does not necessarily restrict a student from being on campus or place restrictions on any academic or co-curricular activities of either party.
  - i. There is no minimum distance that must be maintained between the two.
  - ii. However, provisions regarding certain spaces on campus may be added to an SAR at the discretion of staff members in the Office of Student Affairs, and should the parties unexpectedly encounter one another, they are both expected to maintain the maximum distance possible and must

not initiate direct or indirect communication with one another.

- iii. The person who arrives second to a closed space is expected to leave that space.

#### **E8. Cases Presented to the Code of Conduct Committee without a Hearing**

The Code of Conduct Committee will meet, and the Chairperson will present the Report to Committee members. The respondent will be provided a copy of the Report and will be invited to submit a written explanation of the situation to the Committee.

The discussion will be followed by a vote in which a majority of the Committee will decide to either dismiss the case, hold a hearing as described in sections E7 through E9, or find that a violation has occurred. If the Committee finds that a violation has occurred, it may, but need not, impose a sanction (see section E10 below). However, the sanction(s) imposed may not include suspension or expulsion. If the Committee decides to consider a sanction that includes suspension or expulsion, the Committee must hold a hearing.

Whatever the outcome, the Committee Chairperson will notify the respondent and the complainant in writing of the Committee's decision and any next steps.

#### **E9. Cases Presented to the Code of Conduct Committee with a Hearing**

Prior to the hearing, the Chairperson will provide the respondent with a written letter of notification which shall include the following:

1. the time of the hearing (no sooner than ten business days from the date of notification);
2. the location of the hearing;
3. the allegation(s) to be considered;
4. the range of disciplinary sanctions that could result;
5. the names of the witness(es) and/or complainant(s) expected to meet the Committee; and
6. a copy of the Report prepared at the end of the Initial Review of an Allegation (see section E5 above) and any other written or documentary information that the Committee will consider.

The complainant and respondent will be invited to appear at the hearing either in person or via video/phone and be given the opportunity to:

1. present information personally or through the testimony of witnesses, provided that written notice of the identities of these witnesses is provided to the Chairperson of the Committee five business days before the scheduled hearing;

2. submit further written or documentary information for the consideration of the Committee, provided that s/he does so at least two business days before the scheduled hearing;
3. question any person who presents information, except in cases when a person not physically present at Fletcher provides only a written statement rather than appearing in person;
4. make an oral or written statement presenting his or her position(s) to the Committee; and
5. be accompanied by a support person who is a current member of the faculty or administration. Written notice of such accompaniment must be given to the Committee at least two business days before the hearing and must include the name of the support person. The support person will be present only to advise the respondent and will not be allowed to address the Committee. The support person cannot be a member of the Committee and must sign a confidentiality agreement that prevents disclosure of any information from the hearing.

#### **E10. The Code of Conduct Hearing**

The Chairperson of the Committee or some other Committee member appointed by the Chairperson will conduct the hearing. The hearing will proceed as set forth in the Committee Chairperson's letter of notification (described in section E7), beginning with a presentation of the Report. After all information is presented, the respondent will be invited to make a statement to the Committee and respond to its questions. Upon request, the complainant also may address the Committee and answer questions. Upon request, the complainant may participate in the hearing outside the presence of the respondent, subject to the approval of the Committee. In such circumstances, the respondent shall be provided as soon as is practicable with a written transcript of any statement(s) made by the complainant and may respond thereto.

Code of Conduct hearing procedures are intended to be as flexible and informal as practicable. There are no formal rules of evidence. The Committee may consider any information that it deems relevant and may attach whatever weight, if any, it deems appropriate to such information. Any such information submitted to or considered by the Committee shall be transmitted to the complaint and respondent, who may comment thereon. When s/he deems it appropriate, the Chairperson of the Committee will conclude the end of the hearing.

No audio or visual recording of any kind is allowed during the hearing; no transcript of the hearing should be made, unless otherwise provided herein. A documentary record of the proceedings will be kept in the files of the Office of the Registrar. This record should include: (1) the complaint and the respondent's response, (2) all documents submitted at the hearing, and

(3) the decision letter. This record does not summarize or otherwise attempt to preserve the hearing or deliberative discussions.

### **E11. Committee Deliberation and Decision**

After the hearing, the Committee will deliberate in private and make a decision by majority vote. Any Committee decision that finds a violation or imposes a sanction must be accompanied by a short summary of the case and a reasoned explanation for the decision. This summary and explanation will be provided to the complainant (if any) and respondent.

### **E12. Outcomes and Sanctions**

Any or all of the sanctions below may be applied by the Committee.

**(a) Counseling:** The student will be counseled by members of the Committee or by a person or persons appointed or authorized by the Committee. Counseling is not considered a punishment or penalty; it is designed to help the student understand how his/her actions violated the Code of Conduct and how to avoid further violations.

**(b) Verbal Reprimand:** The student will receive a verbal reprimand from the Chairperson, a written record of which shall be documented but not noted on the student's transcript.

**(c) Written Reprimand:** The student will receive a written reprimand from the Committee and signed by the Chairperson. The reprimand will not be noted on the student's transcript, but the student will not be eligible for graduation honors or awards.

**(d) Restitution:** Where the student has damaged, converted, or otherwise impaired the value of the property of The Fletcher School, Tufts University, a Fletcher/Tufts University affiliate, or individual, the student may be required to make adequate restitution any injured party. Restitution may be by monetary compensation or by the student taking appropriate action, as specified by the Director of Student Affairs or Chairperson of the Committee, to redress the situation. The fact that restitution was ordered shall not be noted on the student's transcript.

**(e) Loss of Privileges:** A student or student organization may lose privileges for a specified period of time. Such privileges include but are not limited to access to campus, the ability to have a car on campus, parking privileges, participation in certain events, access to electronic resources, or use of Tufts-owned equipment. Loss of privileges also may entail the loss of membership or leadership positions in academic committees or student organizations.

**(f) Probation:** The student will be placed on probation for a specified period of time. The Committee may take appropriate steps, including requiring the student to appear

regularly before the Committee or designated member(s), to ensure that the student is acting in accordance with the applicable Code policies. Probation will be noted on the student's transcript.

**(g) Limited Suspension:** The student will not be permitted to continue as a registered student for a specified period. At the expiration of this period, the student shall be re-enrolled upon his/her request. The student will receive credit only for those courses that were completed and passed prior to the suspension. At the discretion of the Committee, the student may be permitted to complete courses in progress, the current semester, or the current academic year before beginning the term of suspension. Suspension will be noted on the student's transcript.

**(h) Indefinite Suspension:** Indefinite suspension is a sanction just below dismissal and is given to a student who must demonstrate to the Committee that s/he merits re-entry to Fletcher. Students who are suspended indefinitely must be given specific assignments, benchmarks, requirements (for example, a verification from a healthcare professional), and/or tasks that they must accomplish, and a time frame, not to exceed two years, within which they must meet them. The Committee must decide by majority whether to allow the student's re-entry, continue the suspension, or dismiss the student. If the student does not fulfill all of the conditions for re-entry set by the Committee, the indefinite suspension converts to permanent dismissal without the right to re-apply, at the expiration of the time set for fulfilling the conditions. This action will be noted on the student's transcript.

**(i) Dismissal with the Possibility of Re-Application:** The student will be dismissed from the program but will be permitted to re-apply for admission to Fletcher, subject to all the conditions of the regular admissions process. This action will be noted on the student's transcript.

**(j) Permanent Dismissal:** The student will be permanently dismissed from the program and not permitted to re-apply or re-enroll. This action will be noted on the student's transcript and shall be reported to the Student Exchange Visitor Information System (SEVIS), as needed.

**(k) Suspension of Student Organization Status:** Suspension of student organization status is the temporary termination of the School's recognition of a student organization. While a student organization is suspended, it may not exercise any of the benefits of recognition, including the use of University facilities, the use of the University or School's name or logo, the use of the University's electronic resources (including web hosting), access to University funds or banking, room reservations, etc.

**(l) Additional Sanctions:** Such additional sanctions may be imposed as the Code of Conduct Committee deems appropriate.

### E13. Appeal Process

Either a complainant or a respondent may appeal a decision made by the Code of Conduct Committee to the Dean of The Fletcher School. The appeal must be made within one month of being notified of the decision. The appeal must state the specific grounds for the appeal and present any relevant information or evidence in support of the appeal.

The appeal process is designed to ensure that decisions reached by the Code of Conduct Committee are fair and consistent with Code of Conduct procedures. The appeal is not a re-hearing or reconsideration, but rather a review of the record.

There are only three grounds on which a decision may be appealed. They are:

1. **Newly Available Information.** There exists substantive and relevant information that was not available to the complainant or respondent at the time of the resolution of the complaint or that could not have been discovered through due diligence at the time of the resolution.
2. **Denial of Fair Process.** There was a substantial departure from the procedures outlined in the Procedures Regarding Violations of the Fletcher Code of Conduct that significantly affected the fairness of the process.
3. **Disproportionate Consequences.** The sanction(s) imposed vary significantly from the range of sanctions appropriate in the situation and have disproportionate consequences on the student concerned.

The Dean can review the appeal and make a final decision or may appoint an ad-hoc appellate committee for a second review. The Dean or appellate committee may:

1. deny the appeal and uphold the original decision;
2. accept the appeal and return the case to the Code of Conduct Committee (in situations where new information has become available); or
3. accept the appeal and revise the original decision and/or accompanying sanctions, with a reasoned explanation for the decision and revision(s).

The appellate decision is final and cannot be appealed further.

*Nothing in this Code of Conduct is to be construed as contradictory to present or future University policies and procedures. In the event of any conflict, University policies and procedures will prevail. Approval of this Code of Conduct does not constitute approval or disapproval of the underlying Fletcher or University policies. Any amendment to this Code must be approved by the Fletcher faculty.*

## Academic Policies and Procedures

For more information on these policies, including those related to registration, auditing, evaluations, credit transfer, accommodations, and privacy, please consult the Registrar's myFletcher webpage.

### Honor Code

*Adopted by the Faculty of the Fletcher School of Law and Diplomacy, Tufts University on May 16, 2019 to take effect on September 5, 2019.*

#### Section 1: Purpose, Principles, and Application

(a) The purposes of this Code are to—

(1) codify and clarify the rights and obligations of Fletcher students with respect to the preservation and protection of academic integrity;

(2) inform Fletcher students, faculty, and administrators with respect to such rights and obligations;

(3) set forth procedures for judging and punishing offenses against academic integrity; and

(4) safeguard the rights of students who are accused of such offenses.

(b) The School seeks to promote and preserve a vibrant community of ideas. Integral to assessing the origins, value, and implications of an idea is its attributability. Attribution requires identifying and respecting the distinctive contributions of all participants and the sources on which they rely. Students who claim credit for intellectual work must therefore uphold the highest standards of intellectual honesty by ensuring that work attributed to them is their own and by acknowledging the work of others.

(c) The provisions of this Code shall apply to all students, including non-degree candidates and cross-registrants, who study at the Fletcher School.

#### Section 2: Prohibitions

(a) No student may claim credit explicitly or implicitly for the intellectual work of another.

(b)(1) In preparing written work for academic evaluation, no student may, even inadvertently—

(A) engage in plagiarism, which means the appropriation of another person's ideas, processes, results, or words without giving appropriate credit; or

(B) submit any written product that would mislead a reasonable person as to the source or origin of work for which such student asserts authorship; or

(C) falsify data, information, source material, or citations.

(2) Except as an instructor may expressly authorize, a student—

(A) shall, with the exception of matters within common knowledge, identify the source of all factual data, including all written information, all internet and electronic data, and all work or material that is the product of another person, including all ideas, facts, data, interpretations, and other information and opinions derived from others, whether published or unpublished; and

(B) may not receive or provide any undue or excessive assistance or any advice or guidance that has the effect of vitiating the crediting of such work to such student.

(3) Except as an instructor may expressly authorize, a student may not submit for scholarly evaluation at the School any work, or any part of any work, that has been previously published or written for compensation or submitted for scholarly evaluation at another institution or in another course at the School.

(c) In taking examinations, except as an instructor may expressly permit, no student may—

(1) seek, offer, allow, give, or receive any assistance of any kind;

(2) communicate during an examination in any way with anyone for any purpose;

(3) exceed the specified time limit; or

(4) access any unauthorized material or source or any device, including any computer, cell phone, smart watch, or any other electronically-powered device or any other item or thing that may be of potential assistance.

(d) A student shall consult the instructor in the event any doubt or uncertainty arises concerning what is permitted or prohibited in the preparation of written work or the taking of an examination.

(e)(1) The materials in the Ginn Library are for the use of the entire Fletcher community.

(2) No student may—

(A) remove library materials without the authorization of the library;

(B) secrete library materials in book lockers or sections of the stacks not corresponding with the call numbers assigned to the materials; or

(C) use or alter library materials in such a way as to significantly disadvantage other users of those materials.

### **Section 3: Honor Committee**

(a) There is established an Honor Committee, which shall carry out the duties provided by this Code.

(b) (1) The Committee shall consist of four members of the Executive Committee of the Fletcher faculty and one administrator, all of whom the Dean shall appoint at the beginning of each academic year; and two Fletcher students, both of whom the students shall elect at the beginning of each academic year.

(2) The Dean shall also appoint an administrator and a member of the Executive Committee of the Fletcher faculty, and the students shall also elect a Fletcher student, who shall serve as alternate members of the Committee in the event a member of the Committee is unable to be present for a meeting of the Committee.

(3) The Dean shall appoint a chair of the Committee from among its faculty members.

(4) A quorum shall consist of four members, except that in no case shall a quorum exist if faculty members do not comprise a majority of members present. The Committee may conduct no meeting in the absence of a physical quorum. Committee members may not participate by telephone or videoconference or submit proxy or absentee votes.

(5)(A) If a reasonable person would conclude that a member of the Committee cannot be impartial with respect to a matter before it, such member shall recuse himself or herself from participating in the consideration of such matter by the Committee.

(B) In the event of such recusal, the Dean shall appoint a faculty member, student, or administrator, as the case may be, as an *ad hoc* member of the Committee for the consideration of such matter.

(C) Respondent may challenge the impartiality of a member of the Committee by petitioning the Dean to appoint an *ad hoc* replacement, in which case the Dean may, after consulting with such member, appoint such replacement in the event the Dean determines that such member cannot be impartial with respect to the matter under consideration.

(6) The Committee may adopt such rules and procedures as it may deem appropriate to carry out the provisions of this Code, consistent with principles of efficiency and due process.

### **Section 4: Reports Concerning Potential Violations**

(a)(1) In the event an instructor has—

(A) first-hand, direct evidence that a student has violated this Code; or

(B) the facts concerning a violation are not in dispute as between such instructor and student;

the instructor may reduce the grade of such student to a grade, including failure, that is proportionate to the gravity of such violation.

(2) No instructor may reduce a grade under this sub-section unless such student has been provided notice and an opportunity to respond.

(3) Such instructor shall report any such grade reduction to the Academic Dean, the Executive Associate Dean, and the Registrar, who shall maintain a record of such reduction, separate from the transcript of such student, in the repository maintained under section 5(b)(6)(B) of this Code.

(4) In the event the instructor or the Academic Dean believes that an additional penalty beyond grade reduction would be appropriate, the instructor or the Academic Dean may refer such report to the Committee, which shall consider such report in accordance with section 5(a)(1) of this Code.

(5)(A) Any such student who believes that such instructor has reduced any such grade in violation of the provisions of this Code may petition the Committee in writing, setting forth a reasonable factual basis for such belief and asking the Committee to redress such grade.

(B) Any such student is strongly encouraged to discuss the matter with such instructor before initiating such petition.

(C) The Committee shall consider such petition in accordance with section 7 of this Code.

(b)(1) In the event an instructor has—

(A) no first-hand, direct evidence that a student has violated this Code, or the facts concerning a violation are in dispute as between such instructor and student; but

(B) a reasonable factual basis for believing that a student has violated this Code;

the instructor may report such belief to the Academic Dean.

(2) Following the transmittal of any such report, the Academic Dean or the instructor may, upon giving notice to such student and an opportunity to respond, refer such report to the Committee, which shall consider such report in accordance with section 5(a)(1) of this Code.

(c) In the event the Academic Dean or the Executive Associate Dean receives information providing a reasonable factual basis to believe that a student has violated this Code, the Academic Dean or Executive Associate Dean shall report such belief to the appropriate instructor, who shall provide such student with notice and an opportunity to respond, and who may thereafter refer such report to the Committee, which shall consider such report in accordance with section 5 of this Code.

(d) In the event a Fletcher student receives information providing a reasonable factual basis to believe that a violation of this Code has occurred, such student may report such belief

to the Academic Dean, Executive Associate Dean, or appropriate instructor, who shall proceed in accordance with subsection (b) of this section.

### **Section 5: Committee Procedure and Hearings Concerning Reports of Potential Violations**

(a)(1) Upon receipt of a report under section 4(a)(4), section 4(b)(2), or section 4(c), a panel consisting of the Academic Dean, Chair of the Committee, and a student member of the Committee designated by the Dean shall determine whether a reasonable factual basis supports such report.

(2) If such panel determines that such basis exists, the Committee shall—

(A) notify respondent in writing, describing such basis with specificity and identifying the specific provision of this Code that may have been violated;

(B) provide respondent with a copy of this Code and such other materials as the Committee may deem appropriate; and

(C) hold a hearing to determine whether such report is supported by clear and convincing evidence, according respondent a presumption of innocence.

(b)(1) At such hearing, the Committee shall examine respondent and such witnesses it may deem relevant and consider such evidence it may deem relevant, except as provided by paragraph (5)(B)(i) of this subsection, and shall accord respondent an opportunity to be heard and present such witnesses as respondent may deem relevant.

(2)(A) Respondent may be represented by an advocate, who may be an attorney, friend, family member, or Fletcher faculty member. The School will not provide respondent with an attorney or interpreter, but respondent may use an interpreter. The School may use an attorney as it deems appropriate.

(B) Respondent's advocate may attend any hearing before the Honor Committee and consult with respondent throughout, subject to the following limitations:

(i) Such advocate may not participate directly in such hearing, except to give respondent's closing statement if respondent so chooses.

(ii) Respondent shall notify the Chair of the Committee not less than 48 hours before any scheduled hearing if respondent intends to be represented by an advocate at such hearing. Such notice shall include the identity and affiliation of such advocate.

(3) Unless respondent requests that such hearing be open, such hearing shall be closed except to members of the Committee; respondent; respondent's advocate and interpreter, if any; any witnesses; and, at the discretion of the Committee, University counsel.

(4)(A) No participant in any hearing or related proceeding or process may reveal the identity of—

(i) respondent to any non-participant unless expressly permitted to do so by respondent; or

(ii) a witness who requests anonymity upon providing evidence of independent significance with respect to its authenticity, probity, and reliability.

(B) Violation of clause (i) or clause (ii) of this sub-paragraph by a student shall constitute an offense against this Code.

(5)(A) At such hearing, respondent or respondent's representative may confront and cross-examine any witness who provides evidence unless such evidence is of no independent significance with respect to its authenticity, probity, and reliability, such as evidence concerning plagiarism under section 2(b) of this Code.

(B)(i) The Committee may not consider any evidence provided by any person if such person is unable or unwilling to appear in person for such purposes at a reasonable date and time.

(ii) All hearings shall be held during the fall or spring semesters.

(iii) Respondent may call such witnesses that respondent deems appropriate, except that the Committee may not take testimony from character witnesses.

(iv) The Committee may not permit any person to participate or be included in any hearing by telephone or videoconference.

(6) The Committee may, at its discretion, direct that any such hearing or any part thereof be recorded, in which case—

(A) the person who prepares such recording may attend such portions of the hearing that may be recorded;

(B) the Fletcher School Registrar shall retain custody and control of such recordings, which shall be included in a repository of records of all Honor Committee reports transmitted to the Dean under paragraph (7)(D) of this subsection;

(C) the Committee may direct the production of such transcripts as it may deem appropriate; and

(D) the Committee shall make such recording, or a copy thereof, available to respondent upon respondent's request within a reasonable period of time thereafter.

(7)(A) The Committee shall determine, after the conclusion of such hearing, whether respondent has committed an offense against this Code with respect to the notice transmitted under subsection (a)(2)(A) of this section.

(B)(i) The Committee may not make such determination unless four members of the Committee concur that it is supported by clear and convincing evidence.

(ii) Ignorance of the provisions of this Code shall not constitute a defense to a violation thereof.

(C) The Committee shall describe such evidence with specificity in a finding of facts that supports such determination.

(D) Not later than fourteen calendar days following the last day of the hearing, the Committee shall report to the Dean and respondent, in writing—

(i) such determination and findings of fact;

(ii) a recommendation concerning which penalty, in any, it considers appropriate, as provided in section 6(c)(1); and

(iii) the separate opinion, if any, of any Committee member who does not concur.

(E) After making a determination under subparagraph (A) of this paragraph but before recommending a penalty under subparagraph (D)(ii) hereof, the Committee shall review records of any prior offenses of respondent maintained in the repository under subparagraph (B) of paragraph 6 of this section.

#### **Section 6: Action by the Dean**

(a) Upon receipt of a report under section 5(b)(7)(D) of this Code, the Dean shall accord respondent a reasonable period of time in which to reply.

(b) After considering respondent's reply, if any, the Dean may—

(1) direct the Committee to re-convene the hearing; or

(2) impose a penalty under subsection (c) of this section, taking into account whether respondent has committed any prior offenses.

(c)(1) Penalties that may be imposed by the Dean include but are not limited to reprimand, grade reduction, failure of a course, censure, suspension, and expulsion.

(2) Any such penalty may be imposed with or without notation on respondent's official transcript, as the Dean may determine.

(3) The Dean may examine the registry maintained by the Registrar under section 4(a)(3)(B) to determine the propriety and consistency of a contemplated penalty.

(d) The imposition of a penalty by the Dean may not be appealed, except that, after imposing a penalty, the Dean may re-convene the hearing or modify or remove such penalty in the event the Dean becomes aware of new evidence indicating that such penalty was unsupported by the totality of all probative evidence.

## **Section 7: Committee Procedure and Hearings Concerning Student Petitions Under Section 4(a)(5)**

(a) Upon receipt of a student petition under section 4(a)(5) of this Code, the Committee shall transmit such petition to such instructor and accord such instructor a reasonable period of time in which to respond.

(b) After considering any such response, a panel consisting of the Academic Dean, Chair of the Committee, and a student member of the Committee designated by the Dean shall determine whether a reasonable factual basis exists to believe that such instructor reduced such grade in violation of the provisions of this Code.

(c) In the event such panel determines that such basis exists, the Committee shall hold a hearing to determine whether such petition is supported by clear and convincing evidence.

(d) In the event the Committee determines that such evidence—

(1) does not exist, it shall so inform such instructor, such student, and the Dean; or

(2) does exist, it shall recommend that the instructor consult with the Dean with a view to adjusting such grade.

(B) The Dean may make such adjustment if satisfactory accommodation is not reached with such instructor, in which case the Dean shall so inform such instructor, such student, and the Registrar.

## **Section 8: Rights of Accused Students**

(a) In accordance with the provisions of this Code, every student has the right to—

(1) specific notice of the elements of an offense, as provided by section 2;

(2) impartial judgment, as provided by section 3(b)(4);

(3) notice and an opportunity to respond, as provided by section 4(a)(2), section 4(b)(2), section 4(c), section 5(a)(2)(A), section 5(b)(7)(D), section 6(a), and section 6(b)(1);

(4) a presumption of innocence that may be rebutted only by clear and convincing evidence, as provided by section 5(a)(2)(C) and section 5(b)(7)(B);

(5) representation, as provided by section 5(b)(2);

(6) confidentiality, as provided by section 5(b)(3) and section 5(b)(4)(A);

(7) call, confront, and cross-examine witnesses, as provided by section 5(b)(5) and section 5(b)(5);

(8) any hearing recording or transcript that may be produced, as provided by section 5(b)(6)(D);

(9) a specific finding of facts that is prepared independent of awareness of any prior offenses, as provided by section 5(b)(7)(C); and

(10) incur no grade reduction in violation of the provisions of this Code, as provided by section 4(a)(5) and section 7.

(b) The Dean may, under section 6 of this Code, impose a lesser penalty or no penalty in the event the Dean determines that any such right has been violated.

## **Section 9: Student Pledge of Compliance**

Every Fletcher student shall, as a condition to enrollment, sign a pledge stating as follows: "I affirm that I have read and understand the Fletcher School's Honor Code and I solemnly promise to comply with it."

## **Section 10: Effective Date; Amendments**

(a) This Code shall become effective, and the earlier Code of Academic Integrity shall be repealed, on the first day of classes in the semester following the semester in which this Code was approved by the faculty.

(b) No amendment to this Code may take effect unless approved by the faculty.

## **Definitions**

### **Residential Programs**

For the purposes of this handbook, this refers to students enrolled in programs administered on campus, including MALD, MIB, LLM, MA, MATA, MAHA, and PhD.

### **Online Programs**

For the purposes of this handbook, this refers to students enrolled in programs primarily online, including GMAP and GBA.

## **Student Status**

### **Continuation Status**

All degree candidates (with the exception of doctoral candidates and GBA Students, unless under extenuating circumstances) are allowed to continue as an active student for one additional semester, free of charge, after the expected graduation term. GMAP candidates are

allowed to continue as active students for one year. Students are expected to finish all outstanding degree requirements during this time. Otherwise, the student's record will be deactivated and they will need to reinstate in order to graduate.

### **Reinstatement**

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

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

GBA students who do not resume studies after an approved leave of absence may petition to reinstate their degree candidacy within seven years of the program withdrawal date. Students must submit the GBA Reinstatement Form at least one month prior to the start of the intended term of return.

If the reinstatement is approved, students will be charged a reinstatement fee in addition to tuition. Once reinstated, GBA students will be considered enrolled at The Fletcher School and may be eligible for loan deferral depending on registration status (part-time, half-time, or full-time). Reinstated students are not eligible for a leave of absence unless the leave is due to medical or compassionate reasons.

### **Academic Standing and Satisfactory Academic Progress**

*All policies are implemented, enforced, and may be amended by Fletcher's Academic Council.*

#### **Definition of "Good Academic Standing"**

Tufts University defines a student as being in "good standing" as long as they remain actively enrolled and not on Academic Probation and/or Disciplinary Probation. Students must be in good academic and disciplinary standing in order to study abroad on exchange; cross-register into non-Fletcher courses; and be eligible for priority course registration. Transfer credit toward the Fletcher degree will be accepted only from students who are in good academic and

disciplinary standing at the time of credit transfer, and in accordance with all transfer credit policies.

### **Academic Alert**

A residential student will be sent an academic alert at the end of any semester in which that student earned fewer than 12.0 credits and/or failed one course (including modules). If student is on a Registrar-approved reduced course load, an academic alert will be issued if the student earns 3.0 credits fewer than total number of attempted credits. A GBA student taking more than one course will be sent an academic alert at the end of any semester in which that student has failed one course. Incompletes are not earned credits.

### **Academic Probation**

A residential student will be placed on academic probation at the end of any semester in which that student earned fewer than 6.0 credits or failed to make satisfactory academic progress as defined in the table under “Satisfactory Academic Progress.” To return to good academic standing, in the following semester the student must satisfactorily complete a minimum of 12.0 credits. If student is on a Registrar-approved reduced course load, good academic standing is achieved by completing all credits attempted in the following semester. Additionally, the student must submit a plan to the Registrar to make up any missing credits from previous semesters. The student is expected to follow the policy on “Failing Grades” as part of the plan to return to good academic standing.

A GBA student may be placed on academic probation at the end of any semester in which that student has failed more than one course or earned fewer than 3.0 credits or failed to make satisfactory academic progress as defined in the table under “Satisfactory Academic Progress.” To return to good academic standing, in the following semester the student must satisfactorily complete all credits attempted in the following semester. Additionally, the student must submit a plan to the Registrar to make up any missing credits from previous semesters. The student is expected to follow the policy on “Failing Grades” as part of the plan to return to good academic standing.

If a student is put on academic probation, they will no longer be in good academic standing, which can affect financial aid, cross-registration, future course registration, and other privileges on a case-by-case basis. A notation of academic probation will be recorded on the student’s unofficial transcript. This notation will be removed once the student has returned to good academic standing. Students who remain on academic probation for two or more consecutive semesters are subject to review by Academic Council and may be subject to academic leave or dismissal. If a student returns from a required withdrawal and is placed on academic probation in any semester after the return, the student will be subject to a permanent academic withdrawal, determined by the Academic Council.

### Satisfactory Academic Progress

Satisfactory progress is defined by the number of credits completed by the end of each semester, as follows:

	Minimum total credits earned after each semester*					
	MALD	MA	LLM	MIB	MATA (Fletcher start)	GBA
Semester 1	12	12	12	12	12	3
Semester 2	24	24	24	24	24	6
Semester 3	36	N/A	N/A	39	36	9
Semester 4	48	N/A	N/A	54	N/A	12
Semester 5	N/A	N/A	N/A	N/A	N/A	15
Semester 6	N/A	N/A	N/A	N/A	N/A	18

*\*For GBA students, the term “semester” is synonymous with “term”*

### Financial Aid Implications

According to federal regulations and Tufts policy, the student must be making satisfactory academic progress towards their degree in order to be eligible for federal and state financial aid. They must accumulate at least the number of credits in the table above by the end of each semester and maintain a 2.7 cumulative GPA. Transfer credits and summer credits may be used to satisfy these requirements. Repeated courses can only be used to satisfy these requirements in cases where the student receives additional course credit for the repeated course. Progress will be reviewed at the end of each term in which the student is enrolled.

If the student does not meet the satisfactory academic progress guidelines, they will be given one semester on Financial Aid Warning. If they do not meet the guidelines by the beginning of the following semester, they will be ineligible to receive any federal or state financial aid, including Federal Direct Loans. They may regain eligibility if they meet the guidelines in subsequent semesters.

If the student returns from a leave of absence after making unsatisfactory progress, they will be placed on Financial Aid Probation and must agree to an academic plan that requires completing at least 12.0 credits in each subsequent semester. GBA students would need to complete at least 3.0 credits in each subsequent semester.

### Student Visa Implications

According to the U.S. Federal immigration regulations, F-1 or J-1 visa bearing students must be making normal academic progress during the academic duration and are expected to meet the graduation requirements by their visa document (I-20 or DS-2019) end date.

It is not authorized for an international student to request an extension of the visa document end date due to failing or incomplete courses. If such condition occurs and the international student is not able to graduate before the visa document end date, they need to request a leave of absence and depart the United States as soon as possible. If school policy allows, they may be able to request a new visa document in order to apply for a new visa and return to the Fletcher School to resume the incomplete courses or academic requirements.

An international student with a F-1 or J-1 visa will lose their visa status when the school permanently dismisses the student effective immediately on the dismissal date. There is no “grace period” given for such a situation, and the student’s visa status will be terminated immediately. Once the student’s visa status is terminated, they must leave the United States as soon as possible regardless of the visa documents validity (e.g., F-1/J-1 visa or I-20/DS-2019 validity). The visa status termination record will be registered with the U.S. Immigration database, such as SEVIS (maintained by the U.S. Immigration and Customs Enforcement) and could affect the student’s future U.S. visa applications.

### **Non-Conversion of MALD to MA**

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

## **Course Restrictions**

### **Policy on Overlapping Courses**

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

### **Fifth Course Enrollment Policy**

MALD and PhD candidates are permitted on two occasions during their degree program to take five courses in a semester. MA, MATA, and LLM candidates are permitted to do so once. Pursuing five courses in a semester is optional and additional to normal course requirements. Optional means that students are not required to take a fifth course (with the exception of MIB degree candidates). Students opt to take a fifth course solely on their desire to learn more. The fifth course does not allow a student to decrease their required course load in another semester. Grading and transcript policies are the same for all courses. Fifth courses appear on students’ transcripts and are included in the calculation of GPAs. If a student withdraws from an optional fifth course after the drop deadline, a grade of “W” is recorded on the transcript.

Students are charged the cost of one course, which is equal to one quarter of a semester's full tuition charge. Financial aid may not be available for students taking an optional fifth course.

## Course Equivalence Exams

Students in Fletcher's residential programs may take the following equivalence exams:

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

In cases when an equivalency exam is offered by Fletcher, the only means of gaining equivalency is by passing the equivalency exam. Student may only attempt each exam one time.

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

## Course Examinations

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

## Grades

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

non-lettergrade basis.

## **Special Course Types**

### **Independent Study Courses**

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

### **PhD Reading and Research Courses**

Students who are engaged in researching and writing their PhD dissertation will automatically be registered for IR 400, a non-graded course that grants the student full-time status.

### **Half Courses (Modules)**

The Fletcher School has a limited number of half courses worth 1.5 credits offered every year. Additionally, half courses are also offered at other institutions where Fletcher has cross-registration agreements. In an attempt to encourage and allow students to take these half courses, we allow residential students (with the exception of MIB students) to take an overload of 13.5 credits in a given semester with no additional tuition charge. However, this overload of credits can be done only one time during the student’s enrollment at Fletcher.

### **Non-Fletcher Courses**

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

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

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

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

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

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

#### **Audits**

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

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

withdrawal being placed on the student's record as the switch from credit to audit was made after the drop deadline.

### **Pre-Session Courses**

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

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

### **Special Academic Situations**

#### **Late Registration**

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

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

For second-half of the semester course modules, late registration forms will only be accepted one week after the add/drop deadline as indicated on the Academic Calendar. If the first meeting of a second-half of the semester module occurs after the add/drop deadline, then a

late registration form will be accepted for one week after the course begins. Late drops after the drop deadline will result in a “W” for withdrawal being placed on the student’s record. GBA students must request permission to drop courses after the add/drop deadline. Students should follow the Harvard drop/add deadlines when registering for Harvard modules that start in the second half of the semester.

### **Failing Grades**

Any grade less than B- is a failing grade. A failing grade must be offset by additional course work taken for credit. This policy also applies to cross-registered courses even though grades under B- are considered passing at other graduate schools. Students participating in any of our formal exchange programs are subject to the passing standard applied at the host institution. If a residential student fails a course, they may take a fifth course overload without additional cost once during their time at Fletcher in order to make up the missing credit. Please note that this policy will be under review by the Academic Council during academic year 2020-21 and may not be in force in following academic years. This policy of granting one free course will be under review by the Academic Council and may not be in force beginning in academic year 2021-22. Online students may be eligible to retake a single failed course, at the instructor’s discretion. Any additional failed courses that need to be made up are subject to standard tuition charges.

### **Incomplete Work**

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

If an incomplete is granted, all work in the course must be completed and a grade submitted within one year from the start of the semester in which the course was taken. The instructor has the authority to shorten this deadline and has the discretion not to grant an incomplete. If the student is unable to complete the work by the stated deadline, then the grade for this course will become a permanent incomplete. The work for all courses must be reviewed and graded by the faculty member with whom the course was taken. If students receive a grade of incomplete for a cross-registered course, they must adhere to the policy of the host school.

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

If an incomplete is received for the GBA core courses B200: Corporate Finance and Global Capital Markets or B236: International Strategy and Innovation, the GBA student may take elective courses in the following term, but must receive a final course grade before the beginning of course registration for the next term (i.e. if the incomplete is received for B200 in the spring, the student may take elective courses in the summer, but must receive a final course grade for B200 before the start of course registration for the fall term). If a final grade is not received for the core course before the registration deadline, the faculty member must enter the course grade as the student currently stands. If the student does not pass the course, the failure policy is implemented, and the student must take the core course again in the following semester.

### **Course Withdrawal**

Students who choose to withdraw from a class after the official deadline to drop classes has passed will receive the withdrawal code of a “W” on the student’s transcript. Requests for late withdrawal submitted after the final meeting of the class must be endorsed by the course instructor or the Academic Dean. If a student chooses to take a “W,” the student must overload and pay for the course in a future semester in order to make up the credit.

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

### **Refund Policy**

Refund policies vary by degree program. All programs except GMAP and GBA adhere to the University guidelines listed here (<http://students.tufts.edu/financial-services/billing/withdraw-tufts>). GBA students are eligible for a 100% refund through the end of the add/drop period. After the end of the add/drop period, no refunds are offered. GMAP students adhere to the following refund policy:

1st to the 12th calendar day after the start of the reading period*	refund 80%
13th to the 19th.....	refund 60%
20th to the 26th.....	refund 40%
27th to the 33rd.....	refund 20%
Thereafter.....	no refund

\* In rare cases of admission after the first day of a reading period, the first day of the reading period will be considered the day of acceptance of the admission offer.

## Graduation

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

## Marching

MA, LLM, GBA, and MATA candidates who have no more than one requirement outstanding and MALD and MIB candidates with no more than two requirements outstanding will be eligible to participate in the May commencement ceremony. As an example, a MALD student would be eligible to fully participate in the May ceremonies if they have two course grades outstanding. If a missing course grade is due to the extension of the capstone project, then this will count as one outstanding degree requirement rather than two (i.e. the course and capstone will not be counted as separate outstanding degree requirements). These students may wear academic robes, march with their classmates, have their name printed in the commencement brochure, and be called forward by name to receive congratulations from the Dean. The diploma case they receive at this time will not contain a diploma. The student's degree will be awarded at the first degree granting after they have fulfilled all degree requirements.

GMAP students have their own commencement ceremony, held annually in July. GMAP students should contact GMAP's Associate Director for marching guidelines.

## Diploma Name

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

## Committee on Student Academic Programs (CSAP)

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

### **Petitions Requiring Full Committee Review**

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

- Requests for exceptions/substitutions within breadth requirements (course instructor). Please note that these petitions will automatically be denied for students in a two-year degree program.
  - The only MALD breadth requirement petitions that will be considered for approval are those from dual degree candidates that offer a statistics class for B205 equivalency. These petitions must be endorsed by Professor Robert Nakosteen.
- Requests for reinstatement to degree candidacy beyond seven years (course instructor of outstanding course grades). If approved, the student will be expected to meet the academic requirements that are in force when the petition is presented.
- Requests to constitute self-designed fields that are non-routine (faculty field supervisor).
- Requests for change of degree program (faculty advisor or other relevant faculty member). See section below for details. Note that MATA students are not permitted to change degree programs.

### **Procedures to apply for degree program change**

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

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

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

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

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

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

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

*LLM or MALD student requests to change to LLM/MALD dual degree program*

The law faculty will review the student's petition, Fletcher transcript, and materials previously submitted for application to the two-year program. LLM degree recipients requesting admission into the MALD program will be subject to the criteria of the joint LLM/MALD degree program which requires 5 semesters of enrollment or 3 additional semesters of coursework beyond the LLM.

**Petitions Requiring Administrative Review**

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

**Procedure to apply for administrative review**

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

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

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

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

The following must apply:

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

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

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

### **Petitions to receive transfer credit (appropriate division representative)**

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

### **Self-designed Fields**

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

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

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

### **Transfer Credit**

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

MALD students may petition CSAP for transfer credit and if approved will be eligible to reduce their course enrollment at Fletcher. GBA students may petition for up to nine credits of transfer credit, which may be applied to elective courses only. It is expected that students will petition for transfer credit at least three months prior to the semester when they plan to reduce their enrollment so the Registrar's Office can accurately manage the student's future enrollment and

tuition charges. Students who reduce their enrollment after the start of the term will be subject to the University Refund Policy.

Transfer credit approved by CSAP will not be entered on the Fletcher transcript until 50% of the Fletcher program has been completed and an official transcript is received.

Petitions for transfer credit will be reviewed providing:

- The course was taken at an accredited graduate school and is comparable to course offerings at Fletcher
- The student was registered as a graduate student at the time the coursework was completed
- The grade received is a B- or better and an official transcript is submitted
- A course description, reading list, or bibliography are submitted
- The course is evaluated and approved by a Fletcher faculty member who offers coursework in this area
- The student presents a strong justification as to the relevance of the proposed transfer credit to their academic program at Fletcher
- The courses were not offered toward a prior degree
- If transferring multiple courses, all courses and supporting material are presented as a complete package at one time
- Online courses are allowed for transfer credit with the approval of a Fletcher faculty member

### **Dual-degree candidates**

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

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

### **Tufts Employee Cross-registration**

Students who are admitted to the MALD degree program and have taken Fletcher courses via cross-registration prior to enrollment as a Tufts employee may include a maximum of four courses towards their MALD degree. The student may opt to reduce the residency requirement by one semester or reduce the total number of courses required in individual semesters. It is expected that students will request the course load reduction at least 3 months prior to the semester when they plan to reduce their enrollment so the Registrar's Office can accurately

manage the student's future enrollment and tuition charges. Students who reduce their enrollment after the start of the term will be subject to the University Refund Policy.

## **Research Involving Human Subjects (Including Data)**

All members of the Fletcher community who are dealing with human subject data or who are observing or interviewing human subjects for a thesis, dissertation, or other research agenda need approval from the University's Institutional Review Board (IRB). Please see [here](#) for full details.

### **Definition and Classification of Human-Subject Research**

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

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

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

### **Exemption from IRB Review**

Once it has been determined that human subjects research is being performed, the researcher should consider whether or not the research might qualify for an exemption from IRB review (see [Fletcher website for IRB](#)). If the researcher believes that they might qualify for an exemption, the exemption must be requested. Failure to request the exemption, even if it turns out that the researcher is entitled to the exemption, is considered noncompliance.

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

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

- a. Research conducted in established or commonly accepted educational settings involving normal educational practices. An example of this would be a comparison of the effectiveness of two generally accepted instructional strategies.
- b. Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior UNLESS the information is recorded in a manner in which the subject can be identified AND disclosure would place the subject at risk of criminal or civil liability or be damaging to financial standing, employability, or reputation. This does not apply where the subjects are children except where it involves passive

observation of public behavior. (This exempt status category, for research involving survey or interview procedures or observation of public behavior, does not apply to research with children, Subpart D, except for research involving observations of public behavior when the investigator(s) do not participate in the activities being observed.)

- c. Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior where subjects are elected or appointed officials or candidates for public office.
- d. Taste and food quality evaluation and consumer acceptance studies involving wholesome foods without additives or with additives or chemicals below established “safe” levels. For further information on exemption, refer to: <http://www.hhs.gov/ohrp/> and <https://www.nsf.gov/bfa/dias/policy/hsfaqs.jsp>.

If you are conducting HSR, but think you are eligible for an exemption according to the categories listed above, please go to <https://myfletcher.tufts.edu/fletcherconnect/capstone/> for further information.

### **Institutional Review Board Procedure**

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

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

If expedited review is not approved by the Fletcher representative to the IRB (or another assigned member of the Tufts IRB), the researcher will need to go through the full Tufts IRB review process. For Fletcher IRB forms and sample cases please see <https://myfletcher.tufts.edu/fletcherconnect/capstone/>.

## **Accessibility and Academic Resources**

### **Accessibility Services**

The Student Accessibility and Academic Resource Center (StAAR) Center provides support to Fletcher students with disabilities whether they are taking classes in-person or remotely. The StAAR Center provides services to students who qualify as having a disability under the Americans with Disabilities Act (ADA). The ADA defines disability as: “A physical or mental impairment that substantially limits a major life activity; a record of such an impairment; or being regarded as having such an impairment.”

The services provided to registered students with disabilities may include, but are not limited to:

- Coordinating services for students with disabilities, which includes verifying eligibility for accommodations based on documentation and determining reasonable academic, housing, and other accommodations as needed
- Providing advocacy support for students with documented disabilities
- Assisting members of the campus community in responding to disability related issues and concerns
- Working with the larger campus community to overcome architectural, attitudinal, and administrative barriers
- Educating and training students on assistive technology resources

Students must register with the office to request accommodations, which requires students to submit medical documentation from a medical provider and to meet with a StAAR Center representative to determine appropriate accommodations in a collaborative process. Documentation guidelines, along with instructions on how to register, can be found on [The StAAR Center website](#).

The StAAR Center also encourages students who do not have a documented disability, but believe they may have a disability, to request an appointment to discuss resources and support that may be available. The StAAR Center can assist in the diagnostic evaluation referral process. Please note that registration with StAAR is not indicated in a student's academic profile nor transcript.

### **Academic Coaching Program**

The Student Accessibility and Academic Resource Center (StAAR) Center's Academic Coaching program includes:

- Academic skills workshops to help adjust to the demands of graduate school
- Individual student meetings for support in time management and/or study skills
- A Graduate Student Success Canvas with resources for the transition to graduate school

Please contact the Student Accessibility and Academic Resource Specialist for The Fletcher School, [Mary Ellen Vigeant](#), for more information. Students can also call 617-627-4539 or [email The StAAR Center](#).

### **PhD Information**

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

## **Policy on Capricious Grading**

*Approved by the Faculty on February 24, 2010*

### **Prohibition against capricious grading**

Section 1. Capricious grading is prohibited.

### **Definition**

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

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

### **Filing of a Student Complaint**

Section 3.

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

### **Action by the Academic Dean**

Section 4.

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

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

### **Action by the Honor Code Committee**

#### **Section 5.**

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

## **Procedure before the Honor Code Committee**

### **Section 6.**

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

## **Appeals**

### **Section 7.**

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

(3) Not later than two week days following the receipt of an appeal under this subsection, the Dean shall transmit such appeal to the Chair of the Honor Code Committee and the Academic Dean and shall promptly notify the student.

(4) Not later than five week days following such notice, the Chair of the Honor Code Committee or the Academic Dean, or both, may transmit an answer to the Dean, which shall be in writing.

- c. The Dean shall review such appeal and answer and shall determine—
  - (1) whether a material provision of this Policy was violated by the Academic Dean, the Committee, or any member thereof to the prejudice of either party; and
  - (2) if so, whether such violation could reasonably be expected to have affected the determination made by the Committee under section 5(a) of this Policy.
- d. If the Dean so determines, he shall vacate such determination of the Committee, order a new hearing, and take appropriate steps, including but not limited to the re-constitution of the Committee, to ensure that no such violation recurs.

## **Leave of Absence, Withdrawals, Medical Emergencies, and Hospitalizations**

### **Leave of Absence**

A student may apply to take a leave of absence (LOA) for medical, academic or personal reasons. Because students' circumstances differ, Fletcher handles each LOA on an individualized, case-by-case basis.

The Director of Student Affairs, or the applicable Program Director for GBA or GMAP students, should be contacted to initiate the LOA process. Each request for leave will be evaluated by the Office of Student Affairs in consultation with the appropriate academic and administrative staff to determine the conditions of the leave, including duration of time, effective date and return date. Students granted a LOA are expected to use that time to address the life events and circumstances which precipitated the need for time away from the curriculum.

Generally, a leave of absence is granted for up to one year except for medical leaves of absence, which may last longer. Students on leave of absence are not considered to be actively enrolled. As a result, students on leave do not regularly attend co-curricular student activities, reside in university residence halls, or use university facilities or resources such as the library and fitness center. Students who wish to use university facilities or attend university sponsored activities while on leave should speak with the Office of Student Affairs about whether or not such requests can be accommodated.

Students on leave who do not resume studies by the date approved on the leave of absence form are withdrawn from degree candidacy. In extraordinary circumstances, requests for extensions will be considered by the Office of Student Affairs.

### **Tuition and Financial Aid**

Students who leave the University during the first six weeks of classes are eligible for a refund of a percentage of tuition in accordance with the [schedule](#) set by the Bursar. Students with questions should contact the Bursar's Office in the [Student Services](#) Center in Dowling Hall.

Students on financial aid should discuss the effect of a leave on their financial aid award or loans prior to going on leave. Students should contact [Tufts Student Financial Services](#) for questions about loans and [Fletcher's Office of Admissions and Financial Aid](#) for questions about scholarships. Students on leave are neither eligible for loans nor loan deferral.

### **International Students**

Please note that all leaves of absence must also be coordinated with the [International Center, as a reduced course load may impact your visa status.](#)

### **Personal Leave of Absence**

A student who has experienced a family emergency, illness, death, or who encounters other unforeseen circumstances that require the student to take time off from school, may request a personal leave of absence. Leaves may also be granted for temporary jobs or internship opportunities. The term of the personal leave may be for a period of up to one year.

Students who wish to take a Personal Leave should submit a letter to the Registrar's Office or the applicable Program Office for GBA or GMAP students, stating their reason for the request, the departure date, and anticipated date of return. The Registrar's Office or the applicable Program Office for GBA or GMAP students, in turn, will consult with the appropriate academic and administrative staff in consideration of the request.

Students on a personal leave of absence are required to inform the Registrar's Office or the applicable Program Office in writing of their intent to return at least three months prior to the beginning of the semester that they wish to return.

### **Medical Leave of Absence**

A medical leave of absence is available for students who find it difficult to productively or safely manage the demands of their academics, research, and campus life due to a physical or mental health concerns. The Office of Student Affairs facilitates the medical leave process and approves medical leaves with input from the student's treatment provider, who may be a University clinician or an outside clinician engaged in the care of the student.

The term of the Medical Leave may be for a period of up to one year. The medical leave may be extended for up to a second and final year, based upon the recommendation of the student's treating provider in consultation with the Office of Student Affairs.

### **How to Request a Medical Leave of Absence**

Although medical leaves may be initiated by the student, in certain cases, medical health practitioners or physicians may recommend that it is not in the student's or the community's best interest for the student to continue at the university. The Office of Student Affairs will accept such documentation on the student's behalf on a case-by-case basis.

### **Student-Initiated Leave**

The student obtains a letter from their primary care physician or other treating physician, recommending a medical leave of absence. This letter should indicate the reason for the leave and the expected duration. The student should submit the letter to the Director of Student Affairs who will review the request and determine whether leave is to be granted. Before approval is granted the Office of Student Affairs may consult with University and/or outside experts, as they deem necessary. Students must give permission for their care providers to speak to the appropriate clinicians in Health or Counseling and Mental Health Services to apprise them of the student's treatment plan.

### **School-Initiated Leave**

The Director of Student Affairs or Executive Associate Dean may place a student on a medical leave of absence if the student cannot safely or productively continue in the program. School-initiated leaves may be for a period of up to one year. Students on a school-initiated medical leave should use this time to address the life events and circumstances precipitating their leave and to develop their independence and stability.

### **How to Return from a Medical Leave of Absence**

A student on a medical leave of absence should notify the Director of Student Affairs of intent to return by the date indicated in the chart below. The following steps must be taken for a student to return from a medical leave of absence:

1. Letter Regarding Your Time Away. Submit a letter addressed to the Director of Student Affairs summarizing the student's time away from Tufts, the treatment and care received (if any), and plans for returning to academic and co-curricular life. The student may want to discuss the reasons for taking a medical leave, what has changed in the intervening time, why they feel ready to come back, and any other relevant information about how they have remained engaged and productive during their time away. The student should specify in which semester they are requesting to return.
2. Supporting Documentation. Submit to Health Service or Counseling and Mental Health Service the Clinical Progress Report Form from the primary treatment provider summarizing the student's treatment course during the leave, the current treatment plan, an assessment of the student's progress while away from Tufts, and any

recommendation for support structures that could be useful upon return (if any). Students are required to provide the appropriate release forms to their treatment providers for this form.

3. Meetings with Appropriate Staff

Upon submitting materials, students returning from Medical Leave will be required to speak with the appropriate Tufts administrators attending to health and academics. This may include:

- Your contact in the Office of Student Affairs.
- Counseling and Mental Health Service clinician for re-entry evaluation, if applicable.
- Medical Director of Health Services or clinical designee for re-entry evaluation, if applicable.
- Your program Director.

Final decisions about the student's return are made by The Fletcher School's Office of Student Affairs and if applicable, a designee determined by the Director of Student Affairs in consultation with the Director of Tufts Health Service or Counseling and Mental Health Service. Approval to return from Medical Leave will be based on the student's ability to demonstrate that they are ready to return to The Fletcher School.

Semester of desired return	Last day to notify Director of Student Affairs of intent to return	Last day to receive all documentation and complete evaluative interviews
Fall	June 1	July 1
Spring	October 1	November 1
Summer	February 1	March 1

## Considerations for Medical Leave

### Academics

A medical leave of absence provides time for students to focus on receiving treatment and assistance for a health concern. Thus, students on medical leave may not be on the Tufts campus without approval, which means that they are typically unable to complete in-person coursework. Additionally, students may not attend co-curricular activities at the University while on medical leave without approval. This practice is intended to help students fully invest in addressing the health concern precipitating the leave.

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

## **Health Insurance**

Students who have purchased the insurance plan offered through UnitedHealthCare Student Resources for Tufts University and have met eligibility first will be able to continue on the plan while on medical leave for up to one year from the start of their medical leave. Please note that while on medical leave, a student will not be able to receive on-campus services, including Health Services and Counseling and Mental Health Services.

Please check with the Health Insurance coordinator at [Health Service](#) or your private insurance carrier if you have questions regarding your student insurance coverage.

## **Withdrawals**

Students who wish to withdraw from The Fletcher School should notify the Registrar.

## **Medical Emergencies and Hospitalizations**

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

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

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

## Student Safety Policies

### Weapons and Violence-free University Policy Statements

#### Weapons

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

#### Violence-Free University Policy Statement

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

### Alcohol and Other Drugs Policy

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

#### Alcohol Policy

Students under the age of 21 are prohibited from possessing or consuming alcohol. Students are prohibited from using false identification or making false statements in order to obtain alcohol.

All students are prohibited from engaging in dangerous, illegal, and inappropriate behaviors that result from the use of alcohol, including but not limited to driving while under the influence of alcohol; public intoxication; vandalism; behaviors that require an intervention by University officials or cause a disturbance; and behaviors that pose a risk to safety of self or others or endanger property.

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

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

Any large gathering (typically over 25 guests) where alcohol is present must be registered by the hosting students or student organization. Students and student organizations holding registered social events are required to follow the social event policies. The social event policies are designed to promote safe events for community members and help students and student organizations mitigate the risks of hosting an event.

## **Adult-Use and Medical Marijuana**

### **Adult-Use Marijuana**

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

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

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

### **Medical Marijuana**

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

Students who obtain a registration card from the Massachusetts Department of Public Health may submit a letter to the Dean of Student Affairs Office requesting to be released from their University housing and dining contract. In such situations, students will be released from their contracts with no financial penalty. Any payments made to the University for dining services or housing facilities will be returned to the student in proportion to the remainder of their time on a University meal plan or in University residence halls.

### **Prohibited Substances**

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

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

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

Tufts also prohibits the possession of drug paraphernalia.

### **Amnesty Through Responsible Action**

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

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

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

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

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

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

### **Smoking**

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

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

## Disorderly Conduct

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

## Physical Abuse and Reckless Endangerment

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

## University-affiliated Travel Safety

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

### Tufts Travel Registry and Travel Safety

University policy **requires** that all students undertaking university-affiliated international travel **register their trip in the [Tufts Travel Registry](#)**. To register your travel, visit the [Student Travel Registration page](#) of the registry website, log in with Tufts Single Sign-On credentials, and follow the prompts.

Registering university-affiliated travel automatically enrolls students in Tufts' free international travel assistance program, which covers emergency medical assistance, evacuation, and security briefings prior to or during international travel outside of the US or a student's home country.

**For help abroad during an emergency, registered travelers can call International SOS at +1-215-942-8226** (24/7, collect calls accepted).

## Tufts Travel Review

University [policy](#) requires that all student university-affiliated international travel to countries or regions within a country that are subject to a [U.S. Department of State Level 3 or Level 4 Travel Advisory](#) be reviewed and approved by the Tufts International Travel Review Committee. Please note that **students planning to travel to countries or regions subject to a travel advisory should submit their itineraries for review at least six weeks prior to their intended travel date**. Students planning to travel in a group can submit a single application covering all participants.

For more information on international travel resources, including how to submit an application for review, the Travel Registry, Tufts international travel policy, or the international travel assistance program, please visit the [Global Operations website](#). For more information on group travel, please see [here](#). For Covid-19 related travel restrictions and updates, please see [here](#).

## Threats

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

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

## Theft

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

## Unauthorized Access

Tufts students are expected to exercise respect for the property of others, including the University.

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

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

Unauthorized entry includes breaking and entering or entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area).

Tufts prohibits unauthorized possession or duplication of means of access to any University building, including keys or ID cards.

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

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

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

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

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

### **Community Health (Return to Campus Guide)**

#### **Preamble**

The COVID-19 pandemic has challenged us to reimagine every aspect of the Fletcher experience — academic, social, and personal. Taking steps to minimize the risk of COVID-19 infections, while preserving our sense of community and connection at Fletcher, is a shared responsibility: our community is only as strong as its most vulnerable member, and we commit to keeping ourselves and others safe.

As members of our community, we (students, faculty, and staff) commit to the proactive behaviors described in this guide to protect ourselves and one another, as well as the broader Tufts and local communities. Students living off campus have a heightened responsibility to adhere to current health guidelines, in order to protect the campus community and to protect those individuals and families living in their neighborhoods.

We must all do our part to protect ourselves and each other. Wearing a mask is not only an action designed to protect each of us from exposure to the virus, but it is also a visible sign that each member of our community is doing their part to safeguard the health and wellness of others.

Behaviors that violate these expectations jeopardize health and safety, increase the likelihood of a viral outbreak on our campus and in the local community, and may result in actual harm to one or more community members. We therefore encourage a commitment to shared accountability – reminding others who might forget or ignore safe practices and doing so with compassion and understanding.

Our mission at The Fletcher School is to educate professionals committed to maintaining the stability and prosperity of a complex, challenging, and increasingly global society; and to pursue just and mutually beneficial solutions to some of the world's most intractable challenges. At this crucial moment, let us recommit to this mission as we confront one of the most significant public health crises of our lifetimes. It is up to each of us to do our part in meeting this challenge.

## Overview

On June 11, Dean Rachel Kyte [informed](#) the Fletcher community that the School would offer all courses remotely for the Fall 2020 semester. The decision was based on the advice of a task force composed of faculty, staff, and students and was designed to best ensure the health and well-being of our community while enabling all Fletcher students to have access to the same learning experience.

Following a successful fall semester when members of the community worked to prevent the spread of the coronavirus, Dean Kyte announced on October 26 that the spring semester will offer a mix of remote-only and hybrid classes that will have both a remote and an in-person option. Doing so will require adherence to detailed protocols developed by the University in consultation with Fletcher to keep all members of the community safe during the coronavirus pandemic. Note that if, despite the best efforts of the Fletcher community, the pandemic worsens and guidance from public health experts, local authorities, and University leadership deems in-person classes unsafe, Fletcher will need to revert to online offerings only. This guide will outline the steps that will be required to move to a hybrid format for the spring.

Until a vaccine or cure is developed for the novel coronavirus, Fletcher and the Tufts campus will be very different from what students will recall from as recently as March 2020. Layers of protection, including COVID-19 testing, physical distancing, contact tracing, and quarantine and isolation of those who have contracted or been exposed to the virus, will all contribute to the ability of Fletcher faculty, students, and staff to safely access Fletcher and Tufts space with no interruption to in-person learning.

The purpose of this guide is to establish a shared understanding of what behavior is expected from every community member. Our community's health and safety depend on all members abiding by certain standards. In developing protocols for the Fletcher community, the School built upon those outlined by the University and detailed in three documents, [Tufts Return to Campus](#), [Guiding Principles](#), [Fall 2020 Campus Guide for AS&E Students](#), and [Testing at Tufts](#). If it becomes necessary during the Spring 2021 semester for the University or for Fletcher to make significant changes to the protocols described in this guide, students will be notified by email.

## Public Health Measures to Ensure Community Safety

### Arrival on Campus – Quarantine

The Commonwealth of Massachusetts [requires new arrivals](#) to the state (except those from designated COVID-19 [lower-risk states](#)) to [self-quarantine](#) for up to ten days, unless they can prove they have had a negative COVID-19 test within 72 hours of arrival. In addition, travelers are required to submit a [Massachusetts Travel Form](#). A person who is required but does not submit the Massachusetts Travel Form may be subject to a civil fine of \$500 per day. The Commonwealth's rules on quarantine may change, based on current conditions. Please find the latest updates [at Mass.gov COVID-19 Updates and Information](#).

All Fletcher students who travel to Massachusetts, except for those from the designated [lower-risk states](#), should plan their travel to allow ten days to quarantine at their local address before they seek to visit campus. Quarantine involves staying at home and maintaining strict physical distance from all others, even roommates. During the quarantine period, students should not venture out, except if instructed to participate in COVID-19 testing at Health Service.

### Mandatory COVID-19 Testing

During the spring semester, when Fletcher is offering hybrid instruction, all students – even those studying remotely or living far from campus – will be able to select any class. Some classes will offer an on-campus option, but the School will not require students to access campus. It will still be possible to fulfill all academic commitments, as well as most Fletcher student jobs, through remote access.

Students who wish to register for on-campus classes must participate in the Tufts University protocol for COVID-19 screening. In addition, those who are living locally, whether in our host cities of Medford and Somerville or in a more distant location, may still **choose** to access campus. They may want to use the library or other study space in the Fletcher complex, or they may be teaching assistants for an on-campus Arts and Sciences class. It is also possible that students may initially think they do not want to access campus, but later have a reason to do so. **For these reasons, all Fletcher students living near campus will be asked to participate in the University's protocol for screening tests for COVID-19, and anyone taking on-campus classes will be required to do so.**

Members of the faculty and staff who will regularly work in the Fletcher facility will also be required to participate in routine testing. Those still working remotely will not need to be tested.

**Note that detailed and up-to-date information on testing can be found online at [Testing at Tufts](#), which goes into greater detail than this guide on the fine points of the testing protocol. Please consult it as needed during the semester.**

Throughout the semester, Tufts University's testing strategy will have three components:

- **Testing upon arrival (onboarding):** All students are **required** to test for COVID-19 before accessing campus. Students must receive two negative tests, administered four days apart, before accessing campus, and they should quarantine until receiving the second COVID-19 negative test result. This applies to all students, whether they are already living locally or have recently traveled to the area. Only tests administered at the University will be accepted for this purpose.

Students need to register in advance for a test date and time. Information on how to register for onboarding tests will be shared before the start of the spring semester. After completing the first test, students will be advised when to take their second onboarding test.

Newly enrolled Fletcher students will receive their identification cards at the onboarding site, immediately prior to testing. Students will need to present a passport or U.S. driver's license (or equivalent U.S. or foreign government ID) before they are given their Tufts ID. Onboarding testing will be conducted at no cost to the student.

Students who participated in routine testing in the fall semester will still need to have two negative tests before accessing campus for the spring semester.

- **Routine testing of healthy students (surveillance testing):** After the initial screening test, Fletcher students will also be required to undergo regular follow-up testing. Testing frequency for graduate students is typically once per week if the University's [Residential Campus Status level](#) is Yellow, or twice per week if the status is Yellow Plus or Orange. Testing frequency will be updated on the [Testing at Tufts](#) website. Any changes to testing frequency will be announced via email. By testing students regularly, the University aims to detect individuals who may be infected with the virus but who are not experiencing any symptoms, which will help prevent the infection from spreading. Screening tests will be conducted by Tufts Health Service at no cost to the student. Note that more frequent testing may be required for students who are working on campus with undergraduate students or those who are residence advisors.
- **Symptom-based testing or testing due to exposure:** Students who have symptoms of COVID-19, or those who have been exposed to the illness, should contact the Tufts

Health Service at 617-627-3350 to make an appointment for a test. They should not go to the site where arrival or surveillance testing is being conducted.

When a student is identified as having a positive test, they will be instructed to isolate and their close contacts will be notified, instructed to quarantine, and offered testing in accordance with public health guidelines. COVID-19 tests done when illness is suspected will be billed to insurance. The student health insurance plan fully covers diagnostic testing at Health Service, and there will be no cost for students enrolled in this plan. Students with private insurance should consult their insurance company for details on diagnostic testing.

[The Broad Institute](#) is providing surveillance/routine testing for all Tufts campuses. Test results should be available within approximately 24 hours of receipt of the test at the Broad Institute. The tests will be self-administered with assistance from Brewster Ambulance Service.

Students whose test produces a negative result, meaning that the virus was not detected in their specimen, will receive an e-mail with a link to a confidential health portal established by the Broad Institute, where the test results can be obtained. After the first negative test, students will receive an email inviting them to create an account to log in and view results.

If a student's COVID-19 test is positive, the individual will be contacted by phone by a healthcare clinician/provider and given instructions for appropriate next steps and care, and will begin isolation, which also initiates the contact tracing process.

Note that it is possible for the test to produce an incorrect negative result in some people who have COVID-19. Students who test negative but have symptoms of COVID-19 or concerns about exposure to COVID-19 should contact Health Service to determine if they should be retested or take other actions.

The University anticipates conducting more than 18,000 tests each week during the semester to keep the campus community safe. The test being used is the CRSP SARS-CoV-2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay. [This video](#) explains how the tests will be administered. Each week's testing data can be found on the [COVID-19 Dashboard](#).

Generally, once you have tested positive, you will be removed from the testing protocols for 90 days based on current medical guidance. The COVID-19 tests are highly sensitive and are likely to return positive results long after you are no longer able to transmit infection to others and even well after you have recovered.

### **Test Scheduling App**

Tufts has developed the Campus Key app, which will be used to schedule routine tests, allowing for balanced traffic flow and minimal queueing at the testing centers. Students will be provided information on how to download the app after the first onboarding test.

The app will notify you of your upcoming appointments. Students must take their routine tests on time unless they have an approved exemption. If you have an exceptional circumstance that requires you to miss a test, you must fill out this [application](#) and include a detailed explanation of why you need to miss your COVID-19 test. Students can expect a response from the Office of Student Affairs within 3-5 business days.

If you miss your testing time you will receive an email reminding you of your missed test and you will be required to come in for a make-up test the following day. The testing program is critical to the safety of everyone in the Tufts community. The Office of Student Affairs will work with Fletcher students to ensure student accountability and will refer issues of non-compliance with the testing protocol to the Code of Conduct Committee.

### Daily Symptom Tracker

All members of the Tufts community will be required to complete a survey to track their health **each day** they wish to access the campus. This can be done online at [Tufts Mobile](#) or by downloading the Tufts Mobile app to their smartphone, where they will see a button for “Covid-19 Screening” on the main screen.

### Face Coverings (Masks)

Massachusetts residents are required to wear masks or other face coverings in all public places, both indoors and outdoors, where social distancing is not possible. **On campus, including in the Fletcher complex, Tufts requires that all students on campus wear masks that cover their mouth and nose at all times, whether indoors or outdoors.**

The ability to wear face coverings in a variety of settings (indoor and outdoor) and temperatures (hot and cold) and for extended periods of time will be an essential requirement for students who intend to take on-campus classes or otherwise spend time on campus this spring. If students have a disability or medical condition that requires accommodations for a specific type of mask or face covering, they should contact the [StAAR \(Student Accessibility & Academic Resource\) Center](#).

Tufts will provide disposable masks to students, free of charge. Students will be provided with one mask per day beginning with their initial screening test. If students choose to bring their own cloth face covering, it will need to be laundered after each day's use.

In Massachusetts, specific rules on masks vary slightly from town to town. Students should be aware of local rules on mask use in whichever town they live. Details on Somerville's COVID-19 response can be found on [the city's COVID-19 information site](#). Updates from Medford can be found on [Medford's COVID-19 site](#). Detailed guidance on the use of PPE on the Tufts campus can be found at [Tufts COVID-19 PPE and Supplies](#).

### Enhanced Personal Hygiene

Students should wash their hands often with soap and water for at least 20 seconds, especially after they have been in a public place, or after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, they should use a hand sanitizer that contains at least 60 percent alcohol. Hand sanitizer dispensers will be located around campus in strategic locations, but students are advised to bring a personal supply when returning to Tufts for the 2020–21 academic year.

### Physical Distancing

Because keeping space between people is one of the best tools available to avoid exposure to the coronavirus, students are **required** to practice physical distancing, including staying six feet away from all people, unless living in shared housing. Students may not gather in groups larger than ten, unless the purpose of the gathering is free expression, in which case face coverings and physical distancing are required. Any group gathering of ten or fewer people requires physical distancing and the wearing of face masks.

Fletcher has taken action to make physical distancing easier within its buildings. The University has also reduced seating capacity in dining centers, classrooms, and other academic spaces.

Use of restrooms, elevators, and other close quarters should be limited to ensure at least six feet of distance between individuals. For most elevators, such as the one in Fletcher's Cabot Intercultural Center and the one in Mugar Hall, this equates to one person per ride. Using stairs can help to alleviate queuing issues. Wear your mask or face covering at all times and be sure to wash your hands or use hand sanitizer with at least 60% alcohol after using such spaces.

### Contact Tracing, Isolation, Self-Quarantine

Despite the many steps Tufts is taking to prevent the transmission of the virus, the presence and transmission of COVID-19 on campus is likely, if not inevitable, during this ongoing global pandemic. Therefore, the University has developed protocols for isolating people who have COVID-19 and helping people who may have been exposed to COVID-19 to self-quarantine. Tufts has contracted with Marathon Health to serve as the University's notification team for contact tracing.

- When the University receives a report of a positive test for an employee or student, Tufts will notify Marathon Health, which will then contact the individual to confirm the diagnosis, ask the date of the onset of symptoms, and help the individual gather a list of all close contacts starting 48 hours prior to the onset of symptoms through illness. Tufts' contact tracers or a public agency contact tracer will reach out to all individuals who have been exposed to a known-positive individual, whose identity will be protected.

- Students must cooperate with the contact-tracing process. Acknowledging illness and one's close contacts is required.
- Isolation housing, in the modular units built on the tennis courts near Fletcher, will be made available to students who have COVID-19, subject to availability and public health guidance. Tufts has contracted with Brewster Ambulance Services to provide health monitoring to students who are in isolation. Tufts Dining Services will provide meals. Students moving to the isolation units should bring the belongings they will need for about the following two weeks, such books, computer, clothes, and bed linens. They should plan to move themselves, as involving other students risks exposing them to the illness.
- Students who have been exposed and need to stay separated from others will self-quarantine in their current residence. Having been in the presence of someone who has tested positive for COVID-19 is reason to be required to self-quarantine:
  - Stay in your apartment.
  - Do not have visitors.
  - Use a separate bathroom if possible. If only a shared bathroom is available, take extra precautions to disinfect surfaces after each use.
  - Wear a mask at all times when you are out of your room, including when you are using a shared bathroom.
  - Practice social distancing from other roommates.
- The duration of the isolation period is based on clinical criteria. Students who test positive for COVID-19 should not leave isolation until they have been advised to do so by their clinician. Usually isolation lasts 10 to 14 days, but it may be longer in certain circumstances, based on the course of the illness. The University's guidance on isolation can be found at [Tufts Isolation Information for Students in Medford/Somerville](#).

Generally, **once you have tested positive, you will be removed from the testing protocols for 90 days based on current medical guidance.** The COVID-19 tests are highly sensitive and are likely to return positive results long after you are no longer able to transmit infection to others and even well after you have recovered.

### **Influenza Vaccine Requirement**

The Massachusetts Department of Public Health is [requiring](#) that all full-time students receive an influenza vaccine for the current flu season by December 31, 2020, unless they have a medical or religious exemption. The requirement was put in place to reduce flu-related illness and the overall impact of respiratory illness during the COVID-19 pandemic. To complete this requirement, students have three options:

1. Receive the vaccine from your primary care provider or local pharmacy. Then, submit documentation of your vaccine to Health Service via the secure [patient portal](#) **before November 19, 2020** (before December 10, 2020 for incoming students).

2. Participate in a flu vaccine clinic at Tufts. Information on how to arrange a flu vaccination on campus **before November 14** can be found [on the influenza update page](#).
3. Apply for a medical or religious exemption by completing the [immunization exemption request form](#) and uploading it to the [Patient Portal](#).

## Accessing Campus Facilities

### Entering the Fletcher Complex

**The Fletcher School complex will open mid-January, with the precise date to be determined once the University has made available the schedule for onboarding testing.** Students will notice many changes to the buildings, all designed to assist community members in physical distancing and to ensure students, faculty, and staff remain healthy through the semester. Newly placed signs will instruct the community how to move around the buildings to minimize crowding. For the Spring 2021 semester, only Tufts faculty, staff, and students who are participating in the testing protocol are permitted in the Fletcher complex. All students who are accessing the Fletcher complex must use their ID card to enter the building. Students may not let others into the building. (E.g. If you are entering the building at the same time as another student, you are not allowed to hold the door for that student.) No guests, including family and friends, should enter Fletcher buildings. Note that most members of the Fletcher staff will continue working remotely. **Available free space in the complex will be very limited.**

When in the Fletcher buildings, students are required to follow these procedures:

- Wear a mask at all times.
- Maintain six feet of physical separation from anyone else in the building.
- Adhere to all signage regarding the use and occupancy levels of space, including elevators.
- Limit gatherings in accordance with University guidelines. (E.g. when the [Campus Status Level](#) is set at yellow, gatherings are typically limited to ten or fewer people. When the level is yellow-plus, typically no gatherings of any size are allowed.)

**In the spring semester, while many students are still studying remotely, student organization meetings and events should be offered remotely whenever possible, in order to include all students. Provided in person student organization activities are allowed by the University, if a club or organization determines that a meeting can be held on campus without excluding those students studying remotely, this will be permitted, provided attendees follow all of the guidelines listed above. Some clubs, such as the running club or others that cannot be offered to students living away from campus, are permitted to meet, provided they do not exceed the University's limit on gatherings.**

Most important to note is that entrance to the buildings now requires swiping a Tufts ID that has been activated to allow campus access. **Students will have their ID activated when they participate in the testing protocol described above.** The University may deactivate the ID cards of students who miss required follow-up tests. Access to campus buildings will be restored after the student has completed the follow-up test.

Students who arrive in the area after the start of the semester can join the testing protocol and gain access to the building only if they have signed up to access campus prior to the start of the

semester. FletcherStudentAffairs@tufts.edu to make arrangements. Students who wish to leave the area and end their participation in testing should [fill out this form](#).

### **Ginn Library**

Following Massachusetts and Tufts safety guidelines, the Ginn Library is open this academic year. Library staff will continue to expand e-resource offerings and provide remote support, so that fewer students need to access the physical library space. In the Spring 2021 semester, the staff will continue to balance in-person services with a robust online support system.

Ginn Library will be open only to Fletcher students during the Spring 2021 semester. Students will gain access by swiping their Tufts ID card. Occupancy restrictions will limit the number of individuals who can be in the library at one time to about 100 and a [reservation will be required](#) to use the facility. Some seating has been removed or roped off to assist in physical distancing. Students will be discouraged from gathering in groups in the library. When students do meet for necessary activities, such as study groups, they should maintain a distance of six feet.

The Ginn Library circulation desk will be a no-contact service point. Students can either use a self-checkout system or submit an online request to have books pulled from stacks for contactless pickup. Research and reference support will be provided through the [Ask a Librarian](#) portal on the Ginn Library website. All library workshops, events, and one-on-one consultations with the Writing Center or STATA consultants will be conducted remotely on Zoom. Time zones will be considered when scheduling appointments and for events and workshops.

Ginn Library staff will reevaluate policies and safety precautions every two weeks, making adjustments as necessary. Visit the [Ginn Library website](#) for hours of operation and current library policies.

Please note that, this academic year, Tisch Library is open only to AS&E students. Students who need to borrow books from Tisch can request them in the [library catalog](#) and will be able to pick them up from Ginn. All [Tufts Data Lab services](#) are now online. Students who wish to study on campus, but not at Fletcher, can use the [Eaton Computer Lab](#).

### **Fletcher Classrooms**

The first and seventh floors of Cabot will be reserved for Fletcher students only to use as study space. Students are required to follow the usage protocols that are posted in these spaces and they are responsible for ensuring that they do not exceed the posted capacity for any room they use. When students do meet for necessary activities such as study groups, they should maintain a distance of six feet. The fourth, fifth, and sixth floors of Cabot are closed, except for members of the faculty or staff who need to access their offices.

As in the past, ASEAN Auditorium will be used by Tufts Arts and Sciences for classes, and Fletcher students should expect to see undergraduate students in the complex.

## Mugar Café

Tufts Dining Services anticipates that Mugar Café will be open at the start of the semester for students to pick up meals that they will order using an app. The Café space will be reserved for queuing to pick up meals and no dine-in seating will be provided. Students may eat in the Hall of Flags, including the third-floor mezzanine but, when eating on campus, whether indoors or outdoors, individuals should observe six-foot physical distance guidelines, especially when removing a mask to eat. **Only when eating can masks be removed while on campus.**

## Other Tufts Campus Facilities

Reservations will be required to access some particularly high-traffic facilities, including the sports and fitness center, and the dining centers in Carmichael Hall and Dewick-MacPhie. There will be increased cleaning across campus by the University's contracted custodial services team, C&W. The frequency and type of cleaning for each space will be determined by space purpose and volume of use. Many academic spaces will be cleaned once per day. Designated high-traffic areas, such as high-volume elevator lobbies, high-volume restrooms, and other similar areas will be cleaned multiple times per day. Cleaning and disinfection protocols specified by public health authorities will be implemented.

As the pandemic evolves and state regulations change, it is anticipated that dine-in service will be possible in the dining centers at various times during the academic year, while at other times all service will be takeout only. During takeout only, access to Carmichael and Dewick-MacPhie will be by reservation to prevent crowding in the dining centers at pick-up time. Meals will be packaged by Dining staff for takeout. When dine-in service is permitted, reservations will be required.

## Guidance on Off-Campus Activities

### Off-Campus Housing

All Fletcher students will live off campus this academic year. According to Tufts University policy, during this public health emergency, students may not gather in their apartments in groups of more than ten people at any time, including the residents of the apartment. Students may not attend or organize parties in off-campus apartments. Gatherings make the spread of the coronavirus more likely and thus endanger students and others with whom they come in contact.

The current limit on the size of gatherings may change during the semester. If Massachusetts allows larger gatherings, Tufts will consider whether to permit larger gatherings based on the unique dynamics of virus transmission on campus. All residents and visitors to off-campus

housing are required to wear a face covering and practice physical distancing for the duration of any gathering.

Students living off campus should follow [CDC recommendations](#) when cleaning their individual and common spaces. Clean and disinfect high-touch surfaces daily in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, phones, tablets, touch screens, remote controls, keyboards, handles, desks, toilets, sinks). The CDC recommendations provide information for cleaning different types of surfaces, including porous surfaces, non-porous surfaces, and electronics.

### **Travel**

Students from across the United States and around the world will be welcomed back to campus for the Spring 2021 semester. Once the term begins, Tufts University strongly advises students to refrain from extended personal travel until such time as they return home or move elsewhere after the semester has concluded. Students should refrain from travel over weekends or holidays, or otherwise from the time they arrive for the spring term until the time they depart at the end of the semester. In addition, students must take their routine test on schedule.

At the same time, The Fletcher School acknowledges that there may be emergency circumstances in which a student needs to travel. If you must travel and/or miss a test, you must fill out this [application](#) and include a detailed explanation of why you need to travel and miss your COVID-19 test. You can expect a response from the Office of Student Affairs within three-to-five business days. Remember that the testing program and protocols are part of the University's broader effort to protect the safety of members of the University and our host communities. Failure to follow these policies may jeopardize your ability to access campus.

### **Public Transportation**

Students rely on a variety of modes of transportation in the local area. Students are required to follow state guidelines when using the MBTA, Boston's public transit system. When on MBTA subway trains, buses, or commuter rail trains, or at MBTA stations or stops, students are required to wear face coverings, maintain physical distancing, and are advised to avoid touching surfaces where possible. Additional information about available schedules and safety protocols for riders can be found on the [MBTA website](#).

### **Davis Square Shuttle and SafeRide Program**

The Davis Square shuttle and the SafeRide program will operate during 2020–21. Face coverings are required for everyone boarding a shuttle bus or a SafeRide van. Fewer people will be permitted to board each bus or van to facilitate physical distancing. Information on the service adjustments, schedule, and routes for these programs is [available online](#).

## Obligation to Cooperate

All Fletcher students who will access campus during the 2020-21 academic year are required to follow all policies as outlined in this guide and any subsequent policies announced by the University including: wearing face coverings and practice social distancing; participation in the University's COVID-19 testing protocol and completing all tests on time; cooperation with contact tracing, isolation, and self-quarantine protocols; participation in isolation or self-quarantine when directed; agreeing to share test results and other necessary medical information with the University and other contact tracers; refraining from travel unless approved; and following the directions of contact tracers, medical staff, and the Fletcher School administration regarding these policies. In addition, students must follow directives prohibiting gatherings, including groups of more than ten in a student's off-campus apartment or in any on campus setting. All community members are expected to monitor trustworthy sources of information about the pandemic, and the University will do the same.

Fletcher School students are enrolled in a professional degree program and it is expected that they will act in a responsible manner and will join faculty and staff in complying with the common-sense public health measures described in this guide. Although we anticipate that all students will do their part to keep our campus safe, students who choose to put the health and well-being of their peers and faculty and staff of the University at risk by not adhering to these policies will be subject to disciplinary action under Section E of the [Fletcher Student Code of Conduct](#), which may range from loss of access to campus facilities to permanent dismissal from the School.

In addition to the policies noted in this document, all other provisions of the Student Code of Conduct will apply as usual this year. Furthermore, as Fletcher continues to offer remote learning for the semester, students are encouraged to be particularly observant of Fletcher's academic integrity expectations as described in the [Honor Code](#).

The policies described in this guide are effective as of the start of the Fall 2020 semester and will remain in effect until further notice. In the event that public health guidance or government policy is announced that requires more restrictive measures than this policy, all students are expected to immediately comply with the new measures announced. If restrictions are reduced by the government or public health guidance, all students are expected to continue following this policy until notified the policy has been updated by the University. Given the unique dynamics of University life, Fletcher and Tufts may find it necessary to continue restrictions longer than mandated by authorities. Any changes to this policy will be announced via email and updated on the [myFletcher COVID-19 Information page](#), and the Tufts University [coronavirus website](#).

## Conclusion

Throughout the coming months, the foremost goal of Fletcher students, faculty, and staff must be the health and safety of the community. For the close-knit Fletcher community, where in more typical times, casual interactions enhance each day, the protocols called for by the global health pandemic will feel strange, or even unsettling. Though further flexibility may still be required, adherence to the protocols and procedures described in this guide will be a first step toward keeping each other safe.

## Addendum: Tufts University Pandemic Amnesty Policy

*The following policy has been adopted by the University and then adapted to apply to Fletcher students.*

As members of the Tufts community, students have the responsibility to care for and respect their community. In situations where students seek assistance for a gathering due to COVID-19 safety concerns, Tufts will treat the students' gathering as a health and safety matter, not a disciplinary incident. The policy, which is intended to reduce barriers to getting help, extends to the student(s) and their housemate(s) and to student organizations who call for help. Students are expected to proactively seek help, stay until help arrives, cooperate with the responding staff, and cooperate with any follow-up from the Office of Student Affairs and/or any medical staff. Students who are alleged to have violated other Tufts policies are not entitled to amnesty for their non-COVID-19 related misconduct.

Students who report that they went to a large gathering or a gathering in which COVID-19 safety policies from the Return to Campus Guide were not practiced to medical staff for purposes of contact tracing will also be covered under the Pandemic Amnesty Policy.

When a **student** has violated the Return to Campus Guide but is excused from disciplinary action by the Pandemic Amnesty Policy, the student may be required to complete follow-up educational requirements. However, no disciplinary findings or records will be created and no disciplinary action will be taken. When a **student organization** has violated the Return to Campus Guide but is excused from disciplinary action by the Pandemic Amnesty Policy, the organization may be required to notify the Office of Student Affairs, provide educational requirements to its members, and/or change its processes for hosting events. However, no disciplinary findings or records will be created and no disciplinary action will be taken.

There are limitations to this policy and student action must meet the criteria in order for amnesty to apply. The Pandemic Amnesty Policy only applies to violations of policies relating to the Return to Campus Guide, and therefore does not preclude Tufts from taking disciplinary actions to address other serious or flagrant violations of Tufts policy including, but not limited to, violence, sexual assault, harassment, serious property damage, hazing, or the manufacture, sale, or distribution of prohibited substances. It also cannot preclude or prevent action by police or other legal authorities. The authority to determine if the criteria for amnesty have been met rests with the Director of Student Affairs or their designee. That determination is final.

## Working with Others Policies

### Nondiscrimination Policy

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

Tufts University is committed to the principle of equal opportunity in education and employment. Tufts prohibits discrimination against and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; retaliation; and any other characteristic protected under applicable federal or state law. The University expects all Tufts employees, students, and community members to join with and uphold this commitment.

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

All Tufts personnel are required to promptly escalate all potential violations of this policy to a manager or supervisor, a dean, any senior member of the University administration, directly to the Office of Equal Opportunity (OEO) at 617.627.3298 or to EthicsPoint at [tufts-oeo.ethicspoint.com](http://tufts-oeo.ethicspoint.com) or by using the hotline at 1.866.384.4277.

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

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

In the employment context, discrimination may begin with an adverse employment action, which is something an employer has done that is unfair to an employee (for example:

terminating the employee or not selecting him or her for hire or a promotion, harassing the employee, denying the employee's request for a reasonable accommodation, etc.). If OEO determines, through fact-finding, that the employee or applicant's membership in a protected category was the reason for the adverse employment action, this may lead to a finding of a policy violation of the non-discrimination policy and/or any other policy herein.

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

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

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

## **Sexual Misconduct Policy**

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

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

## **Prohibited Conduct**

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

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

## **University Response to Allegations of Sexual Misconduct**

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

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

Violations of the Sexual Misconduct Policy are subject to disciplinary action. Depending on the nature of the violation, disciplinary consequences for violations of this policy may include denial of privileges, disciplinary probation, suspension and expulsion for students, and may include warnings (verbal or written), demotions, suspensions, and termination for employees. The conduct discussed in this policy may also constitute violations of the law, to which other laws and regulations may apply beyond the scope of this policy and Tufts' disciplinary measures. Criminal definitions under state and federal law for some of the conduct described under this policy such as relationship violence (including dating and domestic violence) and stalking can be

found in Appendix A to this Policy. Tufts University will abide by court ordered restraining orders and orders of protection, and will assist individuals seeking these or other law enforcement options. Tufts will honor a complainant's/victim's/survivor's decision either to pursue a law enforcement remedy or to decline to pursue that avenue of remedy.

It is the responsibility of the Tufts' Office of Equal Opportunity (OEO) to make inquiries into reports of sexual misconduct on behalf of the University. Violations of this policy can be filed through the applicable internal procedures and guidelines. The procedure that applies to complaints against students is called the Sexual Misconduct Adjudication Process (SMAP). A copy of the SMAP can be found at: <https://oeo.tufts.edu/policies-procedures/sexual-misconduct/smap/>. The Discrimination Complaint Processing Guidelines (Guidelines) apply to complaints filed against employees and third parties. A copy of these Guidelines can be found at: <https://oeo.tufts.edu/policies-procedures/non-discrimination/complaint-guidelines/>. OEO will conduct investigations for matters brought under the SMAP and the Guidelines. All violations of this policy will be decided by the preponderance of the evidence standard (whether it was more likely than not that University policy has been violated by the conduct alleged). Additional information about OEO's adjudication process can be found at <http://oeo.tufts.edu/>.

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

### **Support and Interim Measures**

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

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

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

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

### **Prohibition against Retaliation**

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

further described in the full text of the Policy <https://oeo.tufts.edu/reporting/sexual-misconduct/>.

### **Reporting Obligations of Responsible Employees**

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

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

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

### **Reporting Options and Support Resources**

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

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

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

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

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

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

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

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

Director, Center for Awareness, Resources, and Education (CARE) (*confidential*)

Alexandra Donovan, 617-627-5140 [alexandra.donovan@tufts.edu](mailto:alexandra.donovan@tufts.edu)

Sexual Misconduct Reporting Liaison (Title IX) – Fletcher:

Laurie Hurley, Associate Dean of Admissions and Financial Aid, (617) 627-2410,

[laurie.hurley@tufts.edu](mailto:laurie.hurley@tufts.edu)

Katie Mulroy, Director of Student Affairs, (617) 627-5997, [katie.mulroy@tufts.edu](mailto:katie.mulroy@tufts.edu)

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

### **Tufts University Title IX liaisons outside of the Fletcher School**

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

<p><b>University-Wide</b></p> <p>Jill Zellmer, MSW  <i>Executive Director &amp; Title IX/504 Coordinator</i>  Office of Equal Opportunity  617-627-3298  <a href="mailto:Jill.Zellmer@tufts.edu">Jill.Zellmer@tufts.edu</a></p> <p>Alida Bogan-Acosta, JD  <i>OEO Investigator (Title IX and VII)</i>  617-627-0968  <a href="mailto:Alida.Bogan-Acosta@tufts.edu">Alida.Bogan-Acosta@tufts.edu</a></p> <p>Pamela Ring, JD  <i>Title IX Investigator</i>  617-627-3298  <a href="mailto:Pamela.Ring@tufts.edu">Pamela.Ring@tufts.edu</a></p> <p>Jennifer Magrone, MSW  <i>Title VII Investigator</i>  617-627-4297  <a href="mailto:Jennifer.Magrone@tufts.edu">Jennifer.Magrone@tufts.edu</a></p> <p><b>Medford/Somerville Campus – Intake Officers</b></p> <p>Laurie Hurley  <i>Associate Dean of Admissions and Financial Aid</i>  Fletcher School  617-627-2410  <a href="mailto:Laurie.Hurley@tufts.edu">Laurie.Hurley@tufts.edu</a></p> <p>Katie Mulroy  <i>Director of Student Affairs</i>  Fletcher School  617-627-5997  <a href="mailto:Katie.Mulroy@tufts.edu">Katie.Mulroy@tufts.edu</a></p>	<p><b>Boston Campus – Intake Officers</b></p> <p>Janice Gilkes  <i>Assistant Dean</i>  Public Health &amp; Professional Degree Programs  617-636-2497  <a href="mailto:Janice.Gilkes@tufts.edu">Janice.Gilkes@tufts.edu</a></p> <p>Janet Kerle  <i>Associate Dean of Students</i>  Tufts School of Medicine  617.636.6534  <a href="mailto:Janet.Kerle@tufts.edu">Janet.Kerle@tufts.edu</a></p> <p>Daniel Volchok  <i>Associate Dean</i>  The Graduate School of Biomedical Sciences  617-636-6767</p> <p>Katherine Vosker  <i>Director of Student Affairs</i>  Tufts School of Dental Medicine  617-636-0887  <a href="mailto:Katherine.Vosker@tufts.edu">Katherine.Vosker@tufts.edu</a></p> <p><b>Grafton Campus – Intake Officer</b></p> <p>Barbara Berman  <i>Assistant Dean of Student Affairs</i>  Cummings School of Veterinary Medicine  508-839-8733 x84725  <a href="mailto:Barbara.Berman@tufts.edu">Barbara.Berman@tufts.edu</a></p>
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## OEO Complaint Procedures

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

## Other Resources

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

For university employees:

1. Equal Employment Opportunity Commission (EEOC)

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

2. Massachusetts Commission against Discrimination (MCAD)

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

For the student community:

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

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

## Consensual Relationship Policy

Tufts University seeks to maintain a professional work and educational environment. Actions of faculty members, academic administrators, and staff that are unprofessional, or appear to be unprofessional, are inconsistent with the University's educational mission. It is essential that those in a position of authority do not abuse, nor appear to abuse, the power with which they are entrusted.

Faculty members, academic administrators, and sometimes staff exercise power over students, whether by teaching, grading, evaluating, or making recommendations for their further studies or their future employment. Amorous, dating, or sexual relationships between faculty members, academic administrators, and staff with students are impermissible when the faculty members, academic administrators, and staff have professional responsibility for the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental nature of the relationship. Moreover, other students may be affected by such behavior because it places the faculty member, academic administrator, or staff in a position to favor or advance one student's interest to the potential detriment of others. Therefore, it is a violation of university policy for a faculty member, academic administrator, or staff member to engage in an amorous, dating, or sexual relationship with a student whom s/he instructs, evaluates, supervises, or advises, or over whom s/he is in a position to exercise authority over in any way.

To learn more about the Tufts University Consensual Relationships policy, as well as reporting procedures, please visit this website: <https://oeo.tufts.edu/policies-procedures/other/>.

### **Hate Crimes and Bias-Motivated Violations**

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

In some instances, a bias-motivation will also constitute a violation of the non-discrimination policy. In cases where there is a non-discrimination policy violation and referral from OEO, the conduct officer or hearing panel will accept the policy violation documentation from OEO, including any bias-motivated violation, into consideration when sanctioning.

### **Harassment**

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

The Tufts University Sexual Misconduct Policy has a higher standard which governs our community related to physical stalking and cyberstalking. The Office of Equal Opportunity's Sexual Misconduct policy defines stalking as persistent, unwanted or unwelcome and repeated course of conduct that would cause a reasonable person to become fearful for the person's safety or the safety of another, or suffer substantial emotional distress. There does not need to be a threat or intent to harm another person according to the definition of stalking as defined in the Sexual Misconduct policy. For more information about this and for examples of stalking conduct, please see Section E of the sexual misconduct policy, which is [available online](#).

Tufts University Police, the Office of Equal Opportunity, and the Office of the Dean of Student Affairs can explain the options for pursuing court proceedings or internal disciplinary action for stalking and other forms of sexual misconduct.

## Hazing

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

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

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

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

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

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

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

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

Examples of intimidation hazing include but are not limited to:

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

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

Examples of harassment hazing include but are not limited to:

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

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

Examples of violent hazing include but are not limited to:

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

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

Massachusetts General Law 269, Sections 17, 18, and 19 prohibits hazing and imposes criminal penalties not only on those who organize and carry out hazing, but also on those who are present at the hazing and fail to report it:

### **Massachusetts General Law 269**

**Section 17** Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section 19** Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such

group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **Retaliation**

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

## **Working with One Another Policy**

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

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

## **Student Grievance Procedure**

This procedure applies to grievances that are not covered by the sexual misconduct policy, the nondiscrimination policy, or the capricious grading policy.

A student with a grievance should contact the individual faculty or administration member with whom they have a grievance, or they may contact a designated grievance procedure focal point: Katie Mulroy, Laurie Hurley, Nora McMillan, James Rollins, or other individuals designated by the Academic or Executive Associate Dean.

If the grievance cannot be resolved, the student should next contact:

- The Executive Associate Dean (Maribel Blanco) for any non-academic grievance;
- The Academic Dean (Kelly Sims Gallagher) for any academic grievance; or
- Other individual designated by the foregoing.

At this stage, a grievance must be submitted in written form.

The Academic or Executive Associate Dean will acknowledge the grievance within five business days, and the student will be updated within 30 days regarding steps taken to resolve the complaint.

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

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

In the course of resolving a complaint, the administration may need to consult with other members of the community, while striving to protect the student's privacy to the extent practicable. Note that it may be necessary to share the student's name with others in order to resolve the complaint.

## **Community Living Policies**

### **Disruption of Community Well-Being**

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

### **Disruption or Obstruction of a Community Activity**

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

### **Gatherings, Protests, and Demonstrations**

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

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

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

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

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

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

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

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

## **Tufts University Declaration on Freedom of Expression**

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

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

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

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

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

Members of the university community, including academic and administrative leaders, must hold accountable those who do not respect these values. When community values are not respected, every member of the Tufts community has an obligation to respond. Those who are the target of such speech should not and must not bear the burden of responding alone. An affront against any member of our community is an affront to all of us. It is only by affirming our collective values that we can build a stronger, more cohesive, and more vibrant community where differences are respected and all are made to feel welcome.

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

For more on this policy and the Tufts Board of Trustees, see [here](#).

### **Off-Campus Disturbances**

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

### **Property Damage and Vandalism**

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

## Unauthorized Recording

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

## Tufts University Policy on Political Activities

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

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

This policy is adopted by the University in an attempt to balance these competing considerations, based on advice of counsel and prevailing practices in the academic community. Should you have any questions relating to this policy, please contact the Senior Vice President for University Relations at 617-627-4220 or the Office of Government & Community Relations at 617-627-3583 and/or [communityrelations@tufts.edu](mailto:communityrelations@tufts.edu).

*This policy only provides basic information regarding political activities. It is strongly advised that you seek guidance before you sponsor a political event.*

*For additional guidance on political activities, please see the [American Council on Education \(ACE\) Memo on Political Campaign-Related Activities of and at Colleges and Universities](#).*

## Student Publications

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

### **Individual Involvement in Political Campaigns**

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

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

### **Use of Facilities and Resources**

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

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

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

The following activities may be permitted:

- Subject to University policies on permission and scheduling, recognized student groups may use University facilities for partisan political purposes so long as they reimburse any costs the University may incur in providing such space, in accordance with the policies established by Office of Student Life.
- If an appearance by a declared candidate for public office or a group supporting a public referendum is broadly publicized to nonmembers of the Tufts community or is co-sponsored or paid for by outside organizations, the sponsors must rent the space from the University on the same terms that are available to any group wishing to use such space as established by the Tufts Conference Bureau (<http://ase.tufts.edu/conferences/>). If space is rented to a candidate in an election, any competing candidate would be able to rent space on the same terms.

- Candidates may be invited to appear on campus in a non-candidate capacity, e.g., to participate in a class, provided that no campaigning or fundraising is done at the event and a non-partisan atmosphere is maintained.
- Candidate forums or debates may be held on campus as part of the University's educational mission, as long as all qualified candidates are invited to participate.
- Administration and faculty should take special care in relation to any above-described activities, to avoid the appearance of institutional endorsement.

**Any student, faculty or staff interested in inviting an elected official or political candidate onto campus should notify the Office of Government & Community Relations at 617-627-3780 and/or [communityrelations@tufts.edu](mailto:communityrelations@tufts.edu).**

### **Fundraising**

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

### **Voter Registration**

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

### **Gifts and Lobbying**

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

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

### **Controversial Speakers and Programs**

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

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

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

### **Failure to Comply with a University Official**

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

### **Gaming and Gambling**

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

### **Public Nudity**

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

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There are some circumstances in which exposure of one's intimate parts may be permissible and appropriate, such as nude modeling for a fine arts class, certain art or drama performances, or nursing mothers who are breastfeeding. Such activities do not constitute public nudity under this policy. For more information on the University's resources for nursing mothers, please review the University's [Lactation Policy](#).

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

## Library and IT Policies

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

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

## Responsible Use of Information Technology

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

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

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

If you are located in one of the countries that is a member of the European Economic Area when you provide us personal information, please review our [EEA Privacy Statement and EEA Privacy Statement for Students](#). Those statements provide information about how we collect and use personal information subject to the European Union's General Data Protection Regulation (GDPR), as well as a description of the rights you have with regard to your personal information under the GDPR.

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

## Email as Means of Official Communication; Accounts and Forwarding

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

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

## Tufts Email Account Policies

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

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

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

## Email Distribution Lists

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

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

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

## Fletcher Listservs

### **Official Students Listserv:** (*FletcherStudents@elist.tufts.edu*)

**Purpose:** For official School business and approved Fletcher or Tufts-related announcements to the entire student body.

**Subscribers:** All enrolled Fletcher students (required), select faculty and staff.

**Posting:** Students may post non-event announcements to this list that are affiliated with an official student organization, faculty or administrative department. This list is moderated (messages must be approved to go out to the list) and is not a forum for discussion.

**Note:** if you send a message to this list, please do not duplicate the message to the Fletcher Social listserv. Official Fletcher and Tufts event announcements may be posted to the Official List on the day of the event only.

**List Owner:** Registrar's Office

### **Social Listserv:** (*FletcherSocial@elist.tufts.edu*)

**Purpose:** Optional, unmoderated forum for Fletcher student use.

**Subscribers:** Optional subscription open to enrolled Fletcher students, staff, and faculty. Individuals must request to subscribe by sending a message to the list owner.

**Posting:** List is not moderated (i.e. messages need not be approved by list owner); however, postings are limited to subscribers only.

**List:** Owner Registrar's Office

### **Fletcher Student Council:** (*Fletcher-Council@elist.tufts.edu*)

**Purpose:** To e-mail all Student Council members at one time.

**Subscribers:** Student Council Members

**List Owner:** Katie Mulroy (*katie.mulroy@tufts.edu*) and Registrar's Office

### **Fletcher Events:** (*FletcherEvents@elist.tufts.edu*)

**Purpose:** For event announcements to the Fletcher community

**Subscribers:** All Fletcher students, faculty, and administrators

**Posting:** Students may request to send event notifications through this list. Posting is subject to moderation and approval.

**List Owner:** Registrar's Office

## Directory Policies

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

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

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

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

### **Access to Email and IT Services After Graduation**

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

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

### **Class Videotaping Policy**

No student may make any audio and/or visual recording of a Fletcher School class without permission. Students may not download, copy, or otherwise duplicate recorded sessions of online courses without permission. This policy reflects both wiretapping statutes (see Mass. General Law Ch. 272 Sec. 99) and pedagogical goals. Students may request official taping of classes in limited circumstances by advance request in writing to the course instructor or Academic Dean. Students wishing to record classes on the basis of an academic accommodation should consult the relevant policy elsewhere in this handbook.

### **Use of Tufts' and Fletcher's Name, Brand, and Marks**

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

In addition to University-wide policies, the School maintains its own style guide governing use of the School name, logos, and wordmarks. Compliance with School and University style and

policy is mandatory; please visit <https://fletcher.tufts.edu/communications> and/or contact the Office of Communications, Public Relations, and Marketing at [cpr@tufts.edu](mailto:cpr@tufts.edu) for more information.

## Student Organizations and Events Policies

### Fletcher Trek Policy

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

The Fletcher Office of Student Affairs welcomes applications for treks to all parts of the world. All trek leaders must complete a short application to receive approval to plan a trek. Additionally, all treks must follow all Tufts University procedures outlined below. Please note that approval to plan a trek using school resources (email listservs, meeting space, etc.) does not indicate that The Fletcher School endorses, approves of, or in any other way sanctions the political, economic, social, or other policies of the country to be visited or the trek's funding sources.

### Trek Approval Requirements & Timeline

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

### Trek Application

- Submit your application to Fletcher Office of Student Affairs no later than 10 weeks prior to travel. Applications submitted within 10 weeks of the proposed dates of travel will not be considered.

- Note: if you are applying for Crowdfunding, please plan to submit your application at least 4 months (or 16 weeks) prior to travel.
- The Office of Student Affairs will generally review your application within 5 business days.
- After receiving the approval to plan a trek from the Office of Student Affairs, organizers may take advantage of the following resources:
  - Use of the Fletcher listservs (to advertise the trek)
  - Fletcher/Tufts meeting space
  - Fletcher name and affiliation (e.g. when soliciting sponsors, organizing meetings, etc., students can convey that this is a Fletcher-affiliated trek)
- Approval to plan a trek using school resources (email listservs, meeting space, etc.) does not indicate that The Fletcher School endorses or approves of the political, economic, social, or other policies of the country to be visited or the trek's funding sources.
- Note: Students cannot send out any emails on Fletcher listservs (including the Social List) until the trek has been approved by the Office of Student Affairs.
- If there is a change in trek leadership, please notify the Office of Student Affairs as soon as possible. New trek leaders will be asked to submit an abbreviated application.

### High-Risk Travel Destinations

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

### Tufts Travel Registry

- All student travelers must register with Tufts Global Operations.
- Global Operations will enter treks into the Tufts Travel Registry as groups.

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

### Establish Funding Sources

- Determine whether a Fletcher [Center or Program](#) will manage your funds or you will be managing your funds independently.
  - If a Fletcher Center or Program is managing your funds:
    - The Center or Program must agree in advance to provide all necessary logistical support (including but not limited to managing the group's finances, processing reimbursements, and coordinating with the Fletcher Office of Finance and Administration, Office of Development and Alumni Relations (ODAR), and Tufts Budget Center as necessary.)
    - You will work with the Center or Program administrator (and potentially ODAR) to deposit funds into a school Dept ID (a funding account).
      - If the trek does not already have a designated Dept ID, the departmental administrator must request one with [Susan Lagasse](#), Senior Budget Analyst.
    - Soliciting Funding:
      - You may apply for funding from other centers, programs, or departments within Tufts. Note: Any department with an account in the central Fletcher budget (e.g. Office of Career Services, Student Affairs, etc.) cannot provide funding for treks.
      - If you plan to secure financial support from external organizations, alumni, or other individuals, you must first secure approval from the Office of Development and Alumni Relations (ODAR).
      - You may apply to use the Crowdfunding platform.
  - If you are managing your funds independently of a Fletcher Center or Program:
    - Funds cannot be deposited into any school account, nor can Tufts crowdfunding be used.
    - Even if managing funds independently, if you plan to secure financial support from external organizations, alumni, or other individuals, you must first secure approval from the Office of Development and Alumni Relations (ODAR).
    - Trek organizers will be responsible for managing all travel booking and associated costs, logistical support, and any reimbursements.

### Crowdfunding Application

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

### Consult with a Healthcare Professional

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

### Announcement Transparency

- Trek organizers must be transparent about *funding sources* and *selection criteria* when communicating with the student body.
- All trek announcements should include information related to funding sources and selection criteria in any communications on the Official and Social email listservs:
  - Funding Sources:
    - All sources of funding (or the intended funding sources if the trek is still seeking funding).

- Students are encouraged to note if any of the funding sources have a relationship with any national government and the nature of that relationship.
- Selection criteria:
  - The criteria the funders and/or trek organizers will apply in selecting participants for the trip.

### **Application Transparency**

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

### **Points of Contact**

Student Affairs: Katie Mulroy, Director

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

ODAR: Holly Cariddi, Director of Annual Giving

### **Fundraising (General)**

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

Students wishing to conduct fundraising must:

- First notify and be granted permission by Katie Mulroy, Director of Student Affairs ([katie.mulroy@tufts.edu](mailto:katie.mulroy@tufts.edu))
- Set a date and reserve space ahead of time for any fundraising activity (within Fletcher, space can only be reserved on the first floor of Cabot; no fundraising is permitted in the Hall of Flags)
- Use any and all funds raised in one of two ways:
  - Offsetting the costs of planned student organization activities within the same semester, with all funds deposited into the organization’s account
  - Donation to a U.S.-based, IRS-recognized charitable organization, in which case 501(c)(3) documentation must be provided before securing approval to fundraise and the name and mission of the charitable organization must be included in any advertisements for the fundraiser

- Ensure compliance with all applicable local, state, and federal laws, as well as University policies
- During the fundraiser, post a sign identifying the fundraising organization, goods and/or services being sold, and prices

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

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

## Student Council

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

Student Council members may be emailed at [Fletcher-Council@elist.tufts.edu](mailto:Fletcher-Council@elist.tufts.edu). The Student Council Bylaws can be found here: <https://sites.tufts.edu/fletcherconnect/student-activities/student-council/regulations-and-bylaws/>

## Student Organizations

### Creating a New Student Organization

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

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

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

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

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

### **Guidelines for Hosting an Event**

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

### **Restrictions on Use of Club Funds**

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

The following items may not be purchased with club funds:

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

### **Policy on RSVPs and No-Shows at Events**

1. If you sign up to attend an RSVP event (e.g. Charles Francis Adams lecture, ISSP luncheon), you must attend or give notice of your cancellation at least 24 hours in advance.
2. In case of no-shows without proper cancellation, students will not be permitted to sign up for the next RSVP event offered.

3. If you must cancel within 24 hours of the event, the no-show penalty can *only* be avoided if the organizer is able to fill your spot by offering it to another student.

## Room-Booking Policy

### For Regularly Scheduled Classes

Inquiries about changing the classroom or time for a regularly scheduled class should be directed to the Registrar by email at [Nora.Moser@tufts.edu](mailto:Nora.Moser@tufts.edu) or by phone at 617-627-3055.

### For All Other Events

To reserve individual rooms throughout Fletcher – in either the Cabot, Goddard or Mugar buildings – for meetings, lunches, make-up classes, etc., visit [reserve.tufts.edu](http://reserve.tufts.edu) or contact the receptionist in the Hall of Flags at 617-627-3329.

Room bookings are assigned one of two priority levels:

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

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

## Posting Notices

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

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

### **Restrictions**

- Notices posted on surfaces other than the bulletin boards on Cabot 1, Mugar 2 (in front of the Ginn Library), and in front of the Mugar Computer Lab will be removed.
- No notices may be posted in Ginn Library.
- No notices may be posted on doors within the building.
- All posters should clearly identify the posting organization/individual and a contact point for further information.
- Organizations or individuals that post notices in the Fletcher School complex are responsible for removing the notices immediately after the conclusion of the event.
- If a poster or notice is considered offensive, individuals should discuss the matter with the sponsors. Members of the community may not remove controversial posters. The Executive Associate Dean is willing to consult on these matters; however, please be advised that it is not School policy to censor notices nor to remove posters based on content.

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

### **Violations of Other University Policies**

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

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

## Appendices

### Crime Awareness and Campus Security Act

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

### University Guidelines Concerning Religious Observances

Tufts University is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, employees, patients, visitors and community members. As part of this commitment, Tufts will make good faith efforts to provide reasonable religious accommodations to those in our community whose sincerely held religious beliefs conflict with a university policy, procedure, or other academic or employment requirement unless such an accommodation would create an undue hardship or would fundamentally alter our work, program and/or mission.

### Religion or Creed

Includes traditional, organized religions but also sincerely held religious beliefs, including those that are new, uncommon, not part of a formal church or sect. All aspects of religious belief and observance that are sincerely held will be considered as part of this policy.

### Undue Hardship

Significant difficulty or expense based on the university's resources and circumstances in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship may refer to financial difficulty in providing an accommodation or accommodations that are unduly expensive, substantial, disruptive, or that would fundamentally alter academic requirements, the nature or operation of the university's business, or the essential functions of a job.

Accommodations which interfere with the safe and efficient operation of the workplace or campus or with a bona fide seniority system will often present an undue hardship.

### Religious Accommodation

A reasonable change in the work or academic environment that enables a student or employee to practice or otherwise observe a sincerely held religious practice or belief without undue hardship or fundamentally altering the educational, workplace or mission of the university.

A reasonable religious accommodation may include but is not limited to:

- time for prayer during a work day
- the ability to attend religious events or observe a religious holiday
- or any necessary modification to university policy, procedure or other requirement for a student's or employee's (or prospective employee's) religious beliefs, observance or practice, provided such accommodation is reasonable and does not cause undue hardship or create a fundamental alteration of the educational, workplace or mission of the university.

All students may request a religious accommodation by making a written request for an accommodation to the OEO, an OEO liaison, an appropriate faculty member or other relevant administrator such as an Academic Dean in accordance with their Code of Conduct or Student Handbook.

Once the request comes to the Office of Equal Opportunity, employees, students, patients, visitors, community members or third parties will be required to complete a formal accommodation request form and may be required to provide other documentation or information supporting the request.

Employees and students who anticipate being absent from work or class because of a religious observance must submit their request for time off in advance and as soon as they become aware of the need or at least ten (10) business days in advance.

Accommodation requests will be made on a case-by-case basis taking into account factors including but not limited to, the fundamental requirements of the applicable academic program and/or related technical standards, essential functions of an individual's job, the duties of others in the department or job group, the requirements of the department or major, any impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.

The University will endeavor to protect the requesting student or employee's privacy in evaluating and implementing the accommodation requested to the extent possible. However, following receipt of the request, the university official or administrator, supervisor(s) or designee(s) will discuss the accommodation request as necessary with the student or employee, and with select others in order to further evaluate and/or implement the accommodation. Approvals will be provided in writing to the requesting student or employee whenever possible.

Individuals with questions about this policy and/or its application may contact OEO [here](#).

## FERPA: Notice of Student Rights with Respect to Education Records

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

### Purpose

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

### Scope

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

### Policy Statement

The Family Educational Rights and Privacy Act of 1974 ("FERPA") provides students certain rights with respect to their educational records. In general, these rights include:

- 1) *The right to inspect and review education records (with certain limited exceptions) within 45 days of the day Tufts receives a student's request for access.* A student should submit any such request to the Registrar's Office in writing, identifying the specific records that the student wishes to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
- 2) *The right to request the amendment of education records if the student believes they are inaccurate.* Students should submit any such request to the Registrar's Office in writing, clearly identifying the records that the student wants to have amended and specifying the reasons the student believes those records to be inaccurate. The Registrar's Office will notify the student of the University's decision whether to amend the student's records. If the University decides not to amend the student's records, the Registrar's Office will inform the student of the right to a hearing regarding the student's request for amendment.
- 3) *The right to require Tufts to obtain the student's written consent before releasing personally identifiable information from the student's education records unless an exception applies.*

### Definitions

For purposes of this policy a student is defined as someone who is (or someone who has) officially matriculated at the University, and who attends (or has attended) classes at Tufts. This definition does not include prospective students or applicants.

Education records are records relating to a student that are maintained by the University or by a party acting on its behalf, with some exceptions.

The following records are not considered education records:

- Records created by a school official as a personal memory aid (such as notes of a private telephone conversation) Records of the Tufts University Police Department which are maintained separately and solely for law enforcement purposes.
- Most records created and maintained by a physician, psychiatrist, psychologist or other treatment purposes. Even though these records are not considered education records under FERPA, they may still be made available to students following completion of a HIPAA release form.
- Records pertaining to a former student other than those generated when that person was a student, such as alumni records.

Personally identifiable information includes a student's name, address or other information that would allow a student to be identified. FERPA generally prohibits the University from disclosing personally identifiable information from a student's education record without the student's consent unless the information has been designated as directory information or another exception applies.

Directory information consists of the following:

- Student's name
- Address (both local and permanent)
- Telephone number (local, cell and permanent)
- Date and place of birth
- Academic program (school, degree, major, minor)
- Enrollment status (dates of attendance, full-time/part-time status)
- Degrees, honors and awards received
- Participation in athletics and student activities
- Most recent educational institution attended
- E-mail address
- Photo

Privacy Blocks are available to students who wish to prevent the University from disclosing their directory information (in student directories and commencement programs, for example) by selecting the appropriate privacy settings through SIS.

For additional information about privacy blocks, please contact the Registrar's Office.

### **Release of Your Records to Third Parties**

Personally identifiable information in your records, except for directory information as discussed above, may not be given to third parties without your written consent, with the following exceptions:

- To Tufts officials such as employees and members of faculty and trustee committees who have a need to know or who are required to work with your records to carry out their duties.

- To officials of another education institution in which you seek to enroll. If your record is transferred, however, you will be entitled, upon request, to a copy of such records. This applies to other schools and colleges within the University and to institutions in which you may be cross-registered or enrolled at the University.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local authorities responsible in connection with an audit or evaluation of federal or state supported education programs.
- To an individual or organization required to be informed in connection with your application or receipt of financial aid.
- To state and local officials to whom information is specifically required to be reported by state laws enacted prior to November 19, 1974.
- To appropriate parties in a health or safety emergency if necessary to protect your health or safety or that of another.
- In compliance with a subpoena, or in response to other legal action involving the student and the University.
- When the information is a record of a campus disciplinary proceeding. For students under the age of 21, the University may also inform parents about violations of any federal, state, or local law, or any University rule or policy that governs the use or possession of alcohol or a controlled substance.

Any request or authorization to allow material from your files to be shown to third parties should include: (1) a specification of the records to be disclosed; (2) the purpose of the disclosure; and (3) the party or class of parties to whom disclosure may be made. For additional information about authorizing disclosures from your education records, please contact the Registrar's Office.

Please note that the University does not preserve students' education records in perpetuity. In fact, most records are not maintained for more than 7 years after a student's expected date of graduation.

### **Complaint Procedure**

*A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Tufts to comply with the requirements of FERPA.* A complaint must be submitted to the Department within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The name and address of the office that administers FERPA and accepts such complaints is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

## **Tufts University Threat Assessment and Management (TTAM) Program**

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

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

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

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

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

## **Class Suspension due to Weather or Emergency**

The general University policy is not to cancel classes for snow or other emergencies, but rather to hold all class meetings that can reasonably be held. Only the President or the President's designee can suspend, in part or totally, regularly scheduled academic or administrative activities at Tufts. The decision to suspend regularly scheduled academic activities is made as far in advance as possible and announced by the deans.

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

## **Faculty Responsibilities**

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

students outside of classroom hours for a reasonable period each week (e.g. in office hours or by appointment).

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

## **Committees**

The business of the School is conducted by various committees. All committees' faculty and administrator members are appointed by the Dean; each fall, students are elected to sit on relevant committees. No students are named to the Faculty Committee on Diversity and Inclusiveness, the Academic Council, or the Committee on Tenure and Promotion, which deals with sensitive personnel information; the Deans periodically brief the Student Council on the work of these committees.

Students serve on the following committees:

### **Committee on Admissions and Scholarships**

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

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

*Time Commitment:* 2-3 meetings during the Fall semester to discuss policies, procedures, and early notification applications. Spring semester meetings are held on Friday mornings for 3-4 hours weekly from late January to early March (each student member reviews and rates 300-350 files, or approximately 50 per week). Total time commitment (reading files, meetings) is approximately 90 hours.

### **Honor Code Committee**

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

*Selection Process:* Two students are elected each year

*Time Commitment:* Meets as necessary throughout the year

### **Code of Conduct Committee**

*Focus:* Considers alleged violations of the Code of Conduct

*Selection Process:* One second year student is elected each year

*Time Commitment:* Meets as necessary throughout the year

### **Committee on Career Services**

*Focus:* Supports and advises the Office of Career Services

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

*Time Commitment:* Meets at least twice per semester

### **Faculty Committee on Diversity and Inclusiveness**

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

*Time Commitment:* 3-4 meetings per year.

### **Standing Committee on Diversity, Inclusiveness, and Belonging**

*Focus:* The Standing Committee on Diversity, Inclusion, and Belonging is a committee of faculty, students, staff, and Alumni. The committee addresses issues faced by faculty, students, and staff, and will implement The Fletcher School's Diversity and Inclusion Action Agenda. The Standing Committee also works closely with the various diversity and inclusion groups on campus.

*Selection Process:* Six students are elected each year.

*Time Commitment:* One meeting per month

### **Committee on the PhD Program**

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

*Selection Process:* Two students are elected each year.

*Time Commitment:* Meets 3-4 times per semester.

### **Committee on Student Academic Programs**

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

*Selection Process:* Two students are elected each year.

*Time Commitment:* One 90-minute meeting per month.

### **Faculty Search Committees/Student Advisory Committees**

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

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

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

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

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