



GRADUATE STUDENT HANDBOOK

AN INTRODUCTION TO
**The Dartmouth College
Arts and Sciences
Graduate Programs**

www.dartmouth.edu/~gradstdy/

2009-10

ARTS & SCIENCES

GRADUATE

STUDENT HANDBOOK

2009 - 10

THIS GRADUATE STUDENT HANDBOOK HAS BEEN PREPARED BY THE GRADUATE STUDIES OFFICE IN AN EFFORT TO PROVIDE ARTS & SCIENCES GRADUATE STUDENTS WITH SOME USEFUL AND COMPREHENSIVE INFORMATION ABOUT DARTMOUTH COLLEGE AND THE SURROUNDING AREA.

WE WOULD APPRECIATE COMMENTS AND SUGGESTIONS WHICH WE WILL TRY TO INCORPORATE IN THE YEARLY UPDATE.

Graduate Handbook web address:

<http://www.dartmouth.edu/~gradstdy/students>

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GRADUATE DEGREES OFFERED IN THE ARTS & SCIENCES:

	<u>A.M.</u>	<u>M.S.</u>	<u>PH.D.</u>
Biochemistry			X
Biology			X
Chemistry			X
Cognitive Neuroscience			X
Comparative Literature	X		
Computer Science		X	X
Digital Musics	X		
Earth Sciences		X	X
Engineering Science		X	X
Experimental & Molecular Medicine			X
Genetics			X
Health Policy & Clinical Practice		X	X
M.A.L.S. (Liberal Studies)	X		
Mathematics			X
Microbiology & Immunology			X
Pharmacology & Toxicology			X
Physics & Astronomy		X	X
Physiology			X
Psychological and Brain Sciences			X

ACADEMIC CALENDAR 2009 - 10

September 23, Tuesday	Fall term registration/check-in available on-line; Friday, September 26 at 4 p.m. is the deadline to complete check-in
September 23, Tuesday	Convocation at 11:00 am. Community cookout follows.
September 24, Wednesday	Fall term classes begin at 8:45 a.m.
October 22-23	Homecoming Weekend
November 25, Tuesday	Thanksgiving recess begins at 5:50 p.m.
December 1, Monday	Thanksgiving recess ends at 7:45 a.m.
December 3, Wednesday	Fall term classes end at 5:20 p.m.
December 6 - 10	Fall term final examinations
January 4, Sunday	Winter term registration/check-in available on-line; Wednesday, January 7 at 4 p.m. is the deadline to complete check-in
January 5, Monday	Winter term classes begin at 8:45 a.m.
January 19, Monday	Martin Luther King Jr. day
February 13, Friday	Carnival holiday (Classes moved to x-periods)
March 10, Tuesday	Winter term classes end at 5:20 p.m.
March 13 - 17	Winter term final examinations
March 29, Sunday	Spring term registration/check-in available on-line; Wednesday, April 1 at 4 p.m. is the deadline to complete check-in
March 30, Monday	Spring term classes begin at 7:45 a.m.
May 25, Monday	Memorial Day - College Holiday
June 2, Tuesday	Spring term classes end at 5:50 p.m.
June 5 - 9 :	Spring term final examinations
June 4, Thursday	Final Day for Thesis Submission
June 14, Sunday	COMMENCEMENT DAY.

PRINCIPLES OF THE DARTMOUTH COMMUNITY

Students are subject to College rules and regulations as soon as they arrive on campus.

Principle of Community

In June of 1980, the Board of Trustees endorsed the following "Principle of Community" for Dartmouth College:

The life and work of a Dartmouth student should be based on integrity, responsibility and consideration. In all activities each student is expected to be sensitive to and respectful of the rights and interests of others and to be personally honest. He or she should be appreciative of the diversity of the community as providing an opportunity for learning and moral growth.

This statement provides a basis for interaction between and among all members of the College, and each of us is expected to be mindful of it in pursuing our own interests as members of this community.

Because the Principle of Community is a statement of aspirations and values and not a promulgation of rules, it cannot be the basis of a disciplinary hearing. It should be understood in the context of the Principle of Freedom of Expression and Dissent (below) as well as Dartmouth's Standard of Conduct, which prohibit behaviors such as threats, harassment, disorderly conduct, coercion, hazing, and causing physical harm. As stated in the preamble to the Standard of Conduct, other behaviors that are not violations, but are nonetheless rude, disrespectful, intolerant, obnoxious or offensive, are still taken seriously by the College. The many effective responses to redress the negative impact on individuals and the community may include expressions of disapproval in the exchange of different ideas through free and open discussion and debate.

The Academic Honor Principle

Fundamental to the principle of independent learning are the requirements of honesty and integrity in the performance of academic assignments, in the classroom, in the laboratory, and in daily interactions with others. Dartmouth operates on the principle of academic honor, without proctoring of examinations. Students who submit work which is not their own or who commit other acts of academic dishonesty in the classroom or in the research laboratory, etc. forfeit the opportunity to continue at Dartmouth.

Freedom of Expression and Dissent

Freedom of expression and dissent is protected by College regulations. Dartmouth College prizes and defends the right of free speech and the freedom of the individual to make his or her own disclosures, while at the same time recognizing that such freedom exists in the context of the law and of responsibility for one's actions. The exercise of these rights must not deny the same rights to any other individual. The College therefore both fosters and protects the rights of individuals to express dissent.

Protest or demonstration shall not be discouraged as long as neither force nor the threat of force is used, and as long as the orderly processes of the College are not deliberately obstructed. Membership in the Dartmouth community carries with it, as a necessary condition, the agreement to honor and abide by this policy.

Equal Opportunity

Dartmouth College is committed to the principle of equal opportunity for all its students, faculty, employees, and applicants for admission and employment. For that reason Dartmouth does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, or status as a disabled or Vietnam era veteran in its programs, organizations, and conditions of employment and admission. Sexual harassment is deemed by Dartmouth to be a form of sex discrimination and constitutes a violation of the institution's equal opportunity policy. Additionally, students with documented learning disabilities have the same legal entitlements as students with physical disabilities and are entitled to reasonable accommodations as appropriate.

ACADEMIC MATTERS

Academic Requirements

Candidacy For Advanced Degrees

Admission as a regular graduate student presumes candidacy for the Master's degree, if that degree is offered by the department. To become a candidate for the Ph.D. degree, a student must: 1) satisfy the course work and language requirements, if any; 2) pass all required qualifying examinations, if any; 3) prepare a statement on the nature and scope of the research problem he or she intends to pursue; and 4) receive the endorsement of his or her department. Normally all of this should be accomplished by the end of the student's second year in residence.

Residence Requirements

Candidates for the Master's degree must spend at least three terms (one academic year) in residence at Dartmouth; for Ph.D. candidates the requirement is six terms (two academic years). However, to prevent unduly prolonged residence, it is expected that the requirements for the Ph.D. degree will be completed no later than seven years after initial enrollment, unless the student enters with a Masters Degree in his or her field of proposed study, in which case the student is expected to complete the doctorate in five years. Failure to complete the work in the time periods specified or failure to meet the academic standards of the student's graduate program shall necessitate reevaluation of the student's progress and may result in a notice of termination.

Course Requirements

Master's degree candidates must receive credit for at least eight graduate courses as a prerequisite to the degree. These courses may be replaced in part by research or by special study approved and supervised by the department, provided that no more than four of the required courses are replaced in this way. Course requirements for the Ph.D. are established by the individual departments.

Transfer Credits

Transfer credit for courses taken at other institutions may be granted by the Department Graduate Advisor and must be approved by the Dean of Graduate Studies. A maximum of 3 course credits can be transferred toward the Master's degree requirements and a maximum of 6 toward the Ph.D. Transfer credit for research courses is not allowed. Forms for Application for Transfer of Graduate Credit may be obtained in the Graduate Studies Office.

Language Requirement

There is no institutional language requirement for the Master's or Ph.D. degrees. Candidates for the Ph.D. may have to meet a language requirement as established by their departments, usually prior to enrollment in the third year of graduate study.

Additional Departmental Requirements

Within the context of the institutional degree requirements, each department has established its own sequence for degree candidacy and its own schedule of written examinations and other special arrangements. These requirements are outlined in materials provided by each graduate program.

Procedure For Setting Up Thesis Defense Committee

The makeup of the Thesis defense committee must be approved by the Dean of Graduate Studies.

It is the responsibility of the department to submit to the Graduate Studies Office for approval, a suggested examining committee for each degree candidate, along with information regarding the date, time, and place of the examination. The chair of the examining committee must be a regular member of the Dartmouth faculty in the student's department/program. A student's thesis committee should be assembled to avoid potential or perceived conflicts of interest between faculty members and between faculty members and the graduate student. Such conflicts would include personal or financial relationships. The Dean of Graduate Studies should be consulted in instances where a potential conflict may exist.

Further information and definition of Dartmouth's Conflict of Interest Policy can be found at http://www.dartmouth.edu/~hrs/pdfs/Conflict_Interest.pdf

THE PH.D. EXAMINATION COMMITTEE consists of a minimum of three full-time Dartmouth faculty members of which a minimum of two must be from the student's graduate program (including the dissertation advisor) as well as one with an appointment outside the department/program, preferably outside of Dartmouth.

THE A.M., M.S., OR M.A.L.S. EXAMINATION COMMITTEE generally consists of three faculty members from the student's department/program of study (including the dissertation advisor). One of the three may be from outside the department/program, but this is not a requirement.

The thesis guidelines are available on the website at <http://www.dartmouth.edu/~gradstdy/students/thesis/index.html>

Courses

Course Selection

Course elections for a particular term usually take place during the sixth and seventh week of the preceding term. Students whose enrollment patterns indicate that they will be enrolled for the following term are sent an email from the Graduate Registrar with instructions for choosing courses at the following website: <http://www.dartmouth.edu/bannerstudent>.

All students must first meet with their advisors to ensure that the appropriate permissions are granted for selected courses.

Graduate students will not be permitted to register for undergraduate courses on the web. To register for an undergraduate course the student should, after receiving the advisor's permission, go to the Graduate Studies Office in 304 Wentworth Hall to enroll in the course.

Registration

All graduate students must check-in on the first day of each term. Use a computer located on campus and point your Web browser to: <http://www.dartmouth.edu/bannerstudent/>. This process requires the on-line verification/update of the student's addresses and an enrollment commitment

(check-in) for the term. The check-in process indicates for each student holds that may have been placed on registration due to failure to settle the tuition bill or DASH account, or meet certain other College requirements. If holds exist, information is provided to indicate where and how to remove the holds.

The check-in process is available each term on the day before classes begin. Students are required to complete the check-in process (including clearance of any holds) by 4 p.m. on the second day of class for the term. A fifty-dollar charge will be made for check-in after this time. Students who are obliged to check-in late may petition the Graduate Registrar for waiver of this charge for good and sufficient reason. Any student scheduled to be in residence who has not completed the check-in procedure ten calendar days after the term begins is subject to administrative withdrawal from college immediately thereafter.

Course Changes

Courses may be added or dropped at any time during the **first two weeks** of a term. Courses dropped after that will normally result in a grade of No Credit; exceptions for unusual circumstances require the joint approval of the instructor, the student's advisor or graduate committee (depending on the program) and the Dean of Graduate Studies. **ALL COURSE CHANGES AFTER THE FIRST TWO WEEKS ARE MADE THROUGH THE GRADUATE STUDIES OFFICE.**

Academic Standing

Full-Time Student

For financial aid purposes, a graduate student enrolled in two or more courses or in a graduate research course is considered to be a full-time student. However, for IRS purposes under certain circumstances, a three course load may be required for full-time status. Therefore, we advise all students to enroll in three courses each term. A full time Arts and Sciences graduate student who is in good academic standing is considered to be making satisfactory progress unless the student's graduate committee or the Graduate Dean has placed the student in unsatisfactory academic standing or taken action to separate the student from the college.

Financial Aid

The Dartmouth Arts and Sciences Graduate Program offers a financial aid package consisting of scholarships, fellowships, research assistantships and loans. It is intended to attract well-qualified students and, depending on the degree program, considers ability and financial need as independent factors in determining awards. **All awards are contingent upon the availability of funds, continued satisfactory performance and satisfactory academic progress.**

Satisfactory Progress

Grade Standards:

Course work and grades are only one component of graduate education, and the grading system is designed to reflect this fact. The following grades will be used in courses acceptable for credit toward a graduate degree and as one criterion for determining satisfactory progress.

HP: High Pass, indicating work of quality which is distinctly superior to that normally expected of a graduate student. Denotes high standing and satisfactory progress.

P: Pass, indicating work of good quality, worthy of graduate credit. This would be the most common grade denoting satisfactory progress.

LP: Low Pass, indicating work which is acceptable for graduate credit, but in which the student exhibited one or more serious deficiencies. Only two LP grades are acceptable for degree credit. A student receiving two LP grades will automatically be placed on probation.

CT: Credit, indicating satisfactory work in certain courses, such as research courses, in which assignment of a grade of HP, P, or LP is considered inappropriate. The grade CT is the only passing grade in a course in which it is used.

INC: Incomplete, indicating work still in progress. A grade must be assigned to replace the INC by the end of the following term, except with special permission from the Dean of Graduate Studies. If the work is not completed the grade will automatically be recorded as NC.

NC: No Credit, indicating work which is not acceptable for graduate credit and automatically places the student on probation.

A graduate student who has received more than one LP grade or has received one NC grade will automatically be placed on probation for one term. (Individual programs may set a standard for course work that is more rigorous than this minimum standard.) The department graduate committee must review the student's progress at the end of the probationary term. The committee will then inform the Dean of Graduate Studies, in writing, if the student has produced course work and/or research at a satisfactory level. If such is the case, the student will be removed from probationary status. If, however, the student has not met the departmental standards for satisfactory progress, the student will be placed in '*unsatisfactory standing*' until satisfactory progress is achieved according to the written requirements of the student's graduate committee. A graduate student may also be placed in '*unsatisfactory standing*' if the student receives more than two LP's or more than one NC, and may be suspended or permanently dismissed from the program by the department faculty or the Graduate Dean. **A student in '*unsatisfactory standing*' is not eligible for federal loans or Dartmouth scholarships or fellowships.**

In addition to the grade and probation standards set above, the student is also expected to meet quantitative standards by successfully completing coursework in a timely manner. Since there are *full-time* graduate students (those enrolled for *two or more* courses per term) and *half-time* students (those enrolled for only *one course* per term), the quantitative definition is based upon how many courses the student registers for and completes satisfactorily. Full-time graduate students must complete **8 of each consecutive 12 courses** for which they register; Doctoral students are further expected to meet all program requirements for graduation within a *maximum* of 7 years and Master's program students are required to complete all requirements within a *maximum* of 6 years.

Academic progress (both qualitative and quantitative) is reviewed at the end of the academic year (completion of the spring term) for both full and half-time students and is reported to the Financial Aid Office. Students who fail to meet the requirements for "satisfactory progress," **will not receive federal loans or Dartmouth scholarships or fellowships.**

Students who have not met satisfactory progress **may** be able to regain this status for *federal financial aid purposes* by completing missing coursework in the next term. As an example, consider a full-time student, enrolled for 12 courses in 4 terms, who had completed only 7 courses prior to spring term. During spring term the student requested an incomplete grade for three courses. During the next term of enrollment (summer), the student completed the coursework, which changed the INC grades to P, thereby satisfying the 8 course requirement. Although ineligible for aid during the summer term, the student would regain eligibility for the remainder of the academic year.

Since there are various scenarios as to how a student might regain academic progress for financial aid purposes, each student who is interested should make an appointment with the Graduate Financial Aid Officer who will provide advice according to the individual student's record.

Students who have special circumstances which may have affected their ability to maintain satisfactory progress and who wish to appeal their non-eligible status may do so by providing written details and documentation to the Graduate Financial Aid Officer, HB 6024. Applicants who are interested in finding out if their situation can be reassessed should make an appointment to see the Graduate Financial Aid Officer by calling 646-2451. (Note: this appeal is for financial aid purposes *only*. Academic status questions should be addressed to the student's Department or the Dean of Graduate Studies.)

Other Standards

In addition, each graduate program within the Arts and Sciences graduate school provides in writing to their students a standard of progress the student is expected to make toward the degree in that particular discipline. These standards of satisfactory progress are concerned mainly with timely completion of specific degree requirements such as the qualifying exam(s), project research and thesis proposal. Failure to complete departmental requirements within the specified time periods will result in a letter of warning to the student with a copy to the Dean of Graduate Studies. An extension of time for completion of the requirement may be specified in the letter. If the work is not completed within the specified time, the student will be placed in '*unsatisfactory standing*', and may be suspended or permanently dismissed from the program by the department faculty or the Dean. **A student in '*unsatisfactory standing*' is not eligible for federal loans or Dartmouth scholarships or fellowships.**

Transferring Programs

Occasionally, a student may transfer from one graduate program to another at Dartmouth for the completion of his/her Ph.D. Although the process of acceptance and transfer lies with the individual graduate programs, the Dean of Graduate Studies must give final approval for transfer of the candidate from one program to another. If the Office determines that the candidate's credentials and qualifications are not adequate, then acceptance and transfer into the program will be denied. (see also, Dismissal on page 16).

Withdrawal and Suspension

If a student has withdrawn in good academic standing, the student will be eligible for fellowship funds, tuition scholarships and, if qualified, for loan funds upon readmission. A timely application (set by the student's department) is necessary, however, in order to ensure that funds are available.

Students who are suspended for academic reasons, who withdraw in questionable academic standing, or who withdraw while on academic probation must present positive evidence of the ability to resume satisfactory progress when applying for readmission.

Dismissal

Both the department faculty and the Dean of Graduate Studies have the right to dismiss a student from a program if their academic work is not up to the generally accepted standards of a graduate scholar. **A student dismissed from one program or department for any reason may not reapply for admission to that program or another department at Dartmouth.**

Student Records

Transcripts

A transcript, an official copy of the record of a student's academic career at the College, lists a student's name, class, and all courses taken and grades received. Student records are updated after each term when grades are received by the Registrar's Office.

The **Graduate Studies Office** will, **upon written request from students**, prepare, mark with the official seal, and mail transcripts. It is recommended that students order transcripts at least a week in advance of the required mailing date.

There is a charge of \$3.00 for each transcript, payable by cash or check.

Confidentiality and Inspection Policy Statement

The College has a long-standing policy of preserving the confidentiality of student records. In keeping with federal law, the College permits students to review the education records which it maintains concerning them, with the following exceptions:

1. Personal files of members of the faculty and administration;
2. Security files of the Campus Police Department not available for review by any individuals other than security officers and local law enforcement officials;
3. Medical records of the College Health Service that are maintained by medical personnel for the sole purpose of treating a student patient;
4. Employment records, except those pertaining to students employed through the College work/study program and similar programs;
5. Records containing only information concerning a person's activities after graduation or withdrawal from the College;
6. Financial Aid Office records relating to the financial status of parents; and
7. Confidential letters of recommendation to which a student has waived the right of access.

Student education records are located in the office of the Dean of Graduate Studies and the various academic departments. Students may request to inspect their records by filing a written request with the person who is responsible for maintaining the records which the student seeks to review.

After reviewing the education record, a student who believes that the record reviewed is incorrect or misleading, may ask to have the record corrected or deleted. If this request is refused by the person responsible for maintaining the record, the student may request a hearing in a manner determined by the Dean of Graduate Studies. If the decision not to amend the student's education records is affirmed after the hearing, the student may have placed in the file a statement setting forth the student's version of the facts.

The College will not disclose personally identifiable information from the student's education record to third parties without the student's written permission, except to the following parties, and in the following circumstances.

1. Directory information may be disclosed without restriction unless the student objects in writing to the Graduate Office by October 15 in a given academic year.
2. Faculty members and other officials of the College who have a legitimate educational interest in the student's education record may be permitted to review it.
3. The College will disclose information to government agencies as required by law.
4. The College may disclose information to the parent(s) or guardian(s) of a student unless the student has filed a statement certifying that he/she is not financially dependent as defined by the Federal income tax laws.
5. After attempting to notify the student involved, the College will disclose information in response to a lawfully issued subpoena.
6. The College may disclose information when necessary to determine the student's eligibility for financial aid or to enforce the terms or conditions of financial aid which a student has received.
7. The College may disclose information to an organization conducting studies if the organization certifies that (i) the studies will not be conducted in a way which will permit the personal identification of the student; and (ii) the organization's record of such information will be destroyed when the study is completed.
8. The College may disclose information to appropriate parties in a health or safety emergency in which the health or safety of a student or other individuals is seriously threatened, and the parties to whom the information is disclosed are in a position to meet the emergency.

Copies of the College's Policy on Student Records, which details the rights summarized above, and any applicable Federal laws, are available in the Graduate Studies Office.

A student has the right to file a complaint concerning alleged failures by the College to comply with applicable Federal law with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, DC 20201.

Academic Support

Graduate students in the Arts and Sciences have access to the same kinds of academic support that are provided for undergraduate students. In the case of services that have a user fee (tutoring, Learning Disability testing, etc.), graduate students are also expected to pay the user fee. When an exception to a fee is made for those undergraduate students on financial aid, then graduate students can request that their source of financial aid pay for the service. Depending on the service required and their degree of financial need, graduate students may seek support from their department, the Graduate Studies Office, and the Office of Financial Aid.

Career Counseling

The Graduate Career Office (GCO) provides Dartmouth Graduate Students and Alumni important resources and information for conducting a successful job search. The Graduate Career Counselor is available for individual appointments to discuss career options and job search strategies. In addition, the GCO offers a range of programs and workshops throughout the year including: Resume Writing, Curriculum Vitae Writing, Job Searching, Interviewing. Contact Kerry Landers at 646-1743 or e-mail: Kerry.H.Landers@Dartmouth.edu. The web address is <http://www.dartmouth.edu/~gradstdy/careers.shtml>

Recruiting and Diversity

Sandy Spiegel is the Director of Recruiting and Diversity. Sandy attends conferences and Graduate School and Professional Fairs to share information about Dartmouth's Graduate Programs. She also manages the selection process for the Chavez/Eastman/Marshall Dissertation Fellowships and Alumni Research Awards; advises the International Student Mentoring Program, coordinates the Summer Undergraduate Research Program and represents Dartmouth at the Leadership Alliance Consortium.

ACADEMIC AND CONDUCT REGULATIONS

Regulations, Procedures and Penalties

Honor Principle and Code Of Conduct

The Dean of Graduate Studies has established standards of behavior which form the Graduate Honor Principle and Code of Conduct and are listed below. Questions concerning the Honor Principle and Code of Conduct should be addressed to the Dean of Graduate Studies.

The life and work of a graduate student are based upon a high standard of ethical behavior. Both in and outside the classroom the student is expected to embody the principles of honor and responsible behavior.

Fundamental to the principle of independent learning is the requirement of honesty and integrity in all academic activities and an obligation to promote an atmosphere in which honest and creative academic work can flourish.

Each student accepts this Honor Principle and Code of Conduct upon registering as an Arts and Sciences graduate student. A student found in violation of the Honor Principle or Code of Conduct forfeits his/her right to continue at Dartmouth.

Student Responsibilities

Submission of an examination, paper, thesis proposal, etc. by a student carries with it the implicit statement that the work is his or her own.

All work submitted which contains specific material from an outside source (written or verbal) must properly acknowledge the source. This includes one's own written or verbal material.

In those areas where collaborative efforts are acceptable, the student submitting the work will indicate other sources and the names of those with whom he or she collaborated.

No student may infringe upon the right of others to have fair and equal access to College resources and to study in an environment conducive to learning and creative research.

Harassment, coercion, disruption, violence, destruction, concealment or misappropriation of property are examples of unacceptable behavior. When on Dartmouth College property, graduate students are subject to all honor and conduct regulations of Dartmouth College.

In the presence of an undoubted violation of the Honor Principle, to stand by and do nothing is to threaten the spirit and effectiveness of the principle. Thus, graduate students are expected to preserve the principle by taking action whenever the Honor Principle is compromised. The Dean of Graduate Studies should be contacted for advice about appropriate and equitable action regarding both honor and conduct violations.

Faculty Responsibilities

At the beginning of every course, the faculty member will explain how the Honor Principle relates to the course. The statement should cover such areas as the faculty member's expectations and policies with respect to student responsibilities, e.g., collaboration permitted prior to independent write-up and submission of work done previously, acceptable procedures on group projects, etc.

An instructor who suspects that a student may have violated the Honor Principle should observe the following recommendations and guidelines for action:

- a) The instructor may want to discuss the suspected violation with the student(s) in order to determine that there has been no misunderstanding between the instructor and the student(s).
- b) The instructor is strongly encouraged to test the validity of his/her suspicion by consulting a colleague.
- c) If, after consultation, the instructor believes that the suspicion is valid, the instructor should bring the matter to the attention of the Dean. Under no circumstances should the instructor who suspects a violation of the Honor Principle attempt to resolve the matter independently or with the student(s) in question.

Administrative Responsibilities

In the case of a suspected Honor Principle or Code of Conduct violation the Dean will consult with the parties concerned and determine what further action is appropriate. If there is reasonable indication of a Code of Conduct or an Honors violation, the Dean may decide the proper response or course of action, which may include a hearing with the Dean of Graduate Studies.

The Policy on Consensual Relationships and Conflict of Interest

The fundamental relationship between a graduate student and any student or employee he or she supervises or evaluates must be kept on a professional basis. By entering into a romantic or sexual relationship with a student or employee she or he supervises or evaluates, the supervisor diminishes the advisee's freedom of choice, regardless of the advisee's consent, because of the real or implied power imbalance that rests with the supervisor. As such, romantic or sexual relationships between an evaluator and a student may undermine confidence in the character and integrity of the evaluator in the educational process. Hence, a romantic or sexual relationship between a graduate student and an advisee or student is unprofessional, and raises serious questions about the graduate student's professional judgment and the integrity of the advising process.

As a graduate student, you should also be mindful of the potential for misunderstanding or resentment, claims of harassment, and third-party claims about differential treatment if you engage in a romantic or sexual relationship with an advisee. Mutual consent does not protect you against charges of sexual harassment by a student.

If you find yourself in a position of being asked to evaluate or supervise anyone with whom you have, or have had, a sexual or romantic relationship you should immediately disclose this to the professor or person overseeing you, so that appropriate accommodations can be made. This will

ensure you are not to be in a position to influence, or appear to influence, that student's grade, evaluation, or advancement.

To behave unprofessionally is not only unethical but may potentially place you, your department, and Dartmouth in a legally precarious position. You could also be subject to disciplinary action, the nature of which would depend on the circumstances, but could range from verbal or written censure to dismissal from the graduate program. If you have any questions or concerns about acting as a teaching assistant or in any supervisory capacity, please feel free to discuss them with your advisor or the Graduate Coordinator in your department. If you are unable to discuss your concerns with any of these individuals, you should contact your department chair or the Dean of Graduate Studies.

Code of Conduct – Nonacademic Regulations

The regulations regarding behavior which are presented here concern both the College and its relation to the community of which it is a part. Conduct relating specifically to the Academic Honor Principle is discussed in the undergraduate Student Handbook and in the handbooks issued by each of the graduate and professional schools.

Violation of the conduct regulations set forth below may subject individuals or recognized organizations to disciplinary action.

Changes in the enumeration or definition of conduct regulations may take place from time to time, and such changes take effect upon appropriate notice to the Dartmouth community by the Dean of Graduate Studies.

1. Alcohol. Violation of the Student Alcohol Policy may subject an individual or recognized organization to the penalties set forth therein and to other disciplinary action.
2. Other Drugs. Violation of the Student Drug Policy may subject an individual or recognized organization to disciplinary action.
3. Climbing on College Buildings and Structures. Climbing on any College building, including the Heating Plant smokestack, is prohibited. Arrangements to climb at predesignated locations must be coordinated through the Dartmouth Mountaineering Club and the Department of Safety and Security. Violation of this rule will result in an automatic fine of \$50, and further disciplinary action may be taken against individuals or recognized organizations for violation of this rule.
4. Coercion. Students and recognized organizations are prohibited from engaging in coercion. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
5. Computer Use. Abusing the fundamental right of users of College computing to privacy and a fair share of computing resources is prohibited. Violation of the Computing Code may subject an individual or recognized organization to disciplinary action.
6. Display of Objects from College Buildings. The display of flags, banners, signs, and other objects from College buildings without prior approval from the Dean of Students or his/her designee is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

7. **Disciplinary Rules, Regulations, and Decisions.** Students and recognized organizations are obligated to obey the rules and regulations governing disciplinary proceedings of the COS and Dean of Students. Further, individuals and recognized organizations are obligated to obey the decisions of the COS and Dean of Students, and to meet, on request, with the deans, the UJAO, and other College officials in the course of an investigation. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
8. **Disorderly Conduct.** The College requires orderly conduct of all students while in Hanover and its environs. The College further requires orderly conduct of its students at any College-related function or activity, whether in Hanover or elsewhere (including, for example, students on off-campus programs or players and spectators at "away" athletic contests). Violation of this regulation may subject an individual or recognized organization to disciplinary action.
9. **Disruption of the Orderly Processes of the College.** Disruption of the orderly processes of the College is prohibited. Actions among those considered to constitute disruption of the orderly processes of the College include, but are not limited to, the following:
 - a. the unauthorized entry into, or occupation of, a private office or work area; or
 - b. the failure to maintain clear passage into, out of, or to any part of a College building or passageway; or
 - c. conduct that interferes with normal activities or movements in a building, including the failure to vacate a building at its normal closing time (the presence of College employees or other authorized individuals in a building after hours does not alter a building's normal closing time); or
 - d. conduct that restricts or prevents College employees from performing their duties; or
 - e. conduct (including by way of example, obstruction, noise, or the display of banners or objects) that prevents or disrupts the effective carrying out of a College function or approved activity, such as classes, lectures, meetings, interviews, ceremonies, research and public events.Violation of this regulation may subject an individual or recognized organization to disciplinary action.
10. **Driving Code.** Violation of the Dartmouth Driving Code may subject an individual or recognized organization to disciplinary action.
11. **Excessive Noise.** Noise which interferes with classes, College offices, and other campus and community activities is prohibited. The first violation of this rule will result in a warning; the second violation will result in an automatic fine. Continued violation of this rule may subject an individual or recognized organization to further disciplinary action.
12. **False Information and Misrepresentation; Failure to Provide Identification.** Students or recognized organizations are prohibited from knowingly providing false information or making misrepresentations to any College officer, College committee, duly recognized College organization, or member of the College community acting on behalf of the College. Students or recognized organizations are also prohibited from knowingly providing false information or in any way misrepresenting to any individual or agency their status at or relationship with the College (e.g., enrolled, graduated, authorized to represent, etc.). Students are obligated to

provide College personnel with accurate identification upon request. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

13. Fire Safety Equipment. Tampering or interference with, as well as destruction or misuse of, fire safety or fire prevention equipment is prohibited. An automatic fine of \$100, plus the cost of replacement of equipment, is charged to any student or recognized organization violating this regulation, and further disciplinary action may be taken. All students and recognized organizations should be aware that any person who causes an alarm to be set off for improper purposes is liable for the expenses incurred by fire departments in responding to the alarm.
14. Firearms. Violation of the College policy on firearms may subject an individual or recognized organization to disciplinary action.
15. Fireworks. No student or recognized organization may possess or use fireworks on campus. Possession or use of fireworks will result in an automatic fine of \$50 and may result in further disciplinary action.
16. Forgery, Alteration or Unauthorized Possession; Unauthorized Use. The forgery, alteration, or unauthorized possession or use of College documents, records, billing numbers, or instruments of identification is prohibited and may subject an individual or recognized organization to disciplinary action.
17. Harassment. Students and recognized organizations are prohibited from engaging in harassment. In recent years, the College has interpreted this regulation as applying to abusive conduct directed at an individual and repeated. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
18. Library Use. Infringing upon the right of others to fair and equal access to all College libraries is prohibited. Failure to sign for materials taken from libraries and similar abuse of library privileges may subject an individual or recognized organization to disciplinary action.
19. Locks and Keys. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys are prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
20. Misappropriation or Damage. Misappropriation of or negligent or intentional damage to personal or College property is prohibited and may subject an individual or recognized organization to disciplinary action.
21. Nonregistered Class Attendance. Students or other individuals wishing to attend sessions of classes for which they are not registered must identify themselves to the professor conducting the class before it begins and obtain her or his permission to attend. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
22. Operating Regulations. The failure to abide by the operating regulations (written or oral) of academic and nonacademic offices, centers, classrooms, laboratories, and departments is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
23. Projectiles. Propelling any object in such a way as to endanger health or property is prohibited and will result in an automatic fine and may subject an individual or recognized organization to further disciplinary action.

24. **Reckless Conduct.** Conduct which places another in reasonable fear for his or her safety or in danger of bodily harm is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
25. **Right to Privacy.** No student shall install or use any device for listening to, observing, photographing, recording, amplifying, transmitting, or broadcasting sounds or events occurring in any place where the individual or group involved has a reasonable expectation of being free from unwanted surveillance, eavesdropping, recording, or observation, unless the student has first obtained the consent of all persons involved. A committee or other recognized College organization may authorize the recording or photographing of its proceedings; and performances, classes, lectures, programs, workshops, or other similar events may be recorded or photographed only where the sponsoring organization, faculty member, speaker, or other party in charge of the event specifically authorizes such recording. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
26. **Sexual Abuse.** Students and recognized organizations are prohibited from engaging in sexual abuse of any kind. Sexual abuse includes, but is not limited to:
 - conduct of a sexual nature which reasonably would be expected to have the effect of threatening or intimidating the person at whom such conduct is directed;
 - intentional physical contact with an intimate part of the body of another person without that person's consent;
 - sexual intercourse when such contact is achieved through physical force, coercion, or threat, or in situations in which the victim is unable to give consent because of physical or mental incapacitation by reason of drug or alcohol consumption, sleep, or unconsciousness. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
27. **Sporting Events.** Unauthorized presence in reserved, restricted, recognized and/or posted areas, or on athletic playing surfaces, tracks, or sidelines, is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
28. **Unauthorized Entry.** Unauthorized entry into or presence in closed and/or posted College buildings or areas will result in an automatic fine and may subject an individual or recognized organization to further disciplinary action. Access to private rooms or offices is in the control of those who live in them or use them. Unauthorized entry or presence in private rooms or offices may subject an individual or recognized organization to disciplinary action.
29. **Use of the College Green and Campus Grounds.** Violation of the College policy on use of the College Green and campus grounds may subject an individual or recognized organization to disciplinary action.
30. **Violation of Local, State, or Federal Law.** Violation of the laws of any jurisdiction, whether local, state, federal, or foreign, may subject an individual or recognized organization to disciplinary action. Evidence of a conviction in a court or administrative proceeding shall be conclusive as to a violation of law. Pendency of an appeal of a conviction shall not affect the application of this rule.
31. **Violence or Injurious Conduct.** Students and recognized organizations are prohibited from engaging in the use or threat of physical violence or injurious conduct (whether directed at another, at oneself, or at an object). Violation of this regulation may subject an individual or recognized organization to disciplinary action.

Hearing Procedures Academic and Nonacademic

1. Notification of the charges against a student shall be in writing and shall contain a concise statement of the alleged facts which constitute the violation.
2. A student shall have a reasonable time to respond to the notification of charges.
3. A student may choose to admit to the charges as stated. In such cases the Dean of Graduate Studies will determine the appropriate penalty. If the student does not admit to the charges stated, the Dean will conduct a hearing.
4. A student may choose an advisor to assist in the defense at a disciplinary hearing before the Dean. The student may elect to have a private hearing or an open hearing, but the Dean may limit the number of persons at an open hearing, and may, if a disturbance occurs, order the hearing to be conducted in private. In cases where the need to protect privacy is, in the judgment of the Dean, important, the Dean may close the hearing over the objection of the charged student(s).
5. A student may refuse to make any statement at the hearing. Such refusal shall not be considered as evidence against the student.
6. The student shall have the right to hear and question any witnesses and to examine all other evidence introduced at the hearing. The student has the right to testify and present evidence and witnesses in his/her own behalf.
7. The Dean shall base his or her decisions on matters of fact and solely upon evidence introduced at the hearing.
8. Formal rules of evidence shall not apply. The Dean may consider any testimony or evidence unduly repetitious or immaterial, or to have been improperly obtained.
9. The student will be informed, in writing, of the Dean's decision within a reasonable time (no more than one week after the hearing).
10. If the results of the disciplinary hearing are to become a part of a student's record, either temporarily or permanently, notice shall be given to the student concerned.
11. The student may appeal the Dean's decision (see Appeals Board on Standing and Conduct for Graduate Students in Arts and Sciences Programs, page 32) within a reasonable time (no more than one week after notification of the Dean's decision).
12. Decisions by the Dean may be revealed to authorized College personnel, to the charged student, and, in appropriate circumstances, to the charged student's parents or guardian and the victim/complainant.
13. The Dean hearing a case may choose to comment publicly, in writing or otherwise, regarding the decision reached if, in the judgment of the Dean, the best interests of the community would be served by such disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected.

Harassment

If a report of harassment, abuse, or assault involving a Dartmouth Graduate student is received by the Dean of Graduate Studies from Safety and Security, the Dean is required to investigate the incident and exert any disciplinary action, regardless of whether the victim files a complaint.

The Graduate Dean will investigate as appropriate and initiate disciplinary procedures where appropriate. The Dean's decision to invoke disciplinary procedures will be informed, but not controlled, by the wishes of the reported victim.

Sexual Harassment

It is Dartmouth's policy that all decisions regarding educational and employment opportunities are to be made on the basis of merit and without discrimination because of sex.

Sexual harassment is deemed by Dartmouth to be a form of sex discrimination; therefore, sexual harassment of Dartmouth employees or students will constitute a violation of Dartmouth's equal opportunity policy and may be a violation of the student Code of Conduct.

Sexual harassment is understood to mean unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student,
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting him or her, or for the awarding or withholding of favorable employment or academic opportunities, evaluations, or assistance, or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile or offensive working or educational environment.

This policy and the mechanisms for redress will be called to the attention of all members of the Dartmouth College community annually.

If you believe that you have been subjected to this form of discrimination, you are urged to discuss it with Evelyn Ellis, Director of Equal Opportunity and Affirmative Action or the Assistant Dean of the Faculty, the Dean of Graduate Studies, or the Dean of your professional school.

For more information about sexual harassment, see the brochure *Tell Someone*, available at the Graduate Office, Equal Opportunity and Affirmative Action Office, and the Department of Human Resources.

See also: Code of Conduct - Sexual Abuse, #26; Code of Conduct - Harassment, #17; and Sexual Abuse.

Physical and Learning Disabilities

Section 504 of the Rehabilitation Act of 1973 mandates that: "No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance." According to Section 504 and the Americans with Disabilities Act

regulations, students with documented learning disabilities have the same legal entitlements as students with physical disabilities and therefore both groups are entitled to academic adjustments and/or auxiliary aids.

If you believe that you have been discriminated against on the basis of disability, you are urged to contact the Director of EOAA or the Student Disabilities Coordinator.

Section 504/ADA Committee on Disabilities. This committee reviews and assesses the extent to which the facilities, programs, and services of Dartmouth accommodate, and are accessible to, people with disabilities; reviews the applicability of appropriate federal, state, and local legislation (particularly Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in this area to be sure that Dartmouth is in compliance with such legislation; and makes recommendations as appropriate to individual offices or to the President regarding institutional responsibilities for accommodating people with disabilities.

The composition of the committee includes faculty, administrators, students, and community members. For more information about the work of the Section 504/ADA Committee, call the Student Disabilities Coordinator, 646-2014.

Equal Opportunity and Affirmative Action

Dartmouth College is committed to the principle of equal opportunity for all its students, faculty, employees, and applicants for admission and employment. For that reason Dartmouth does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, or status as a disabled or Vietnam era veteran in its programs, organizations, and conditions of employment and admission.

One of the purposes of the Equal Opportunity and Affirmative Action Office is to ensure compliance with Dartmouth's policy of equal opportunity as described above. Any student, student applicant for admission, or student applicant for employment at Dartmouth who believes that he or she has been discriminated against on the basis of race, color, religion, sex (including sexual harassment), age, sexual orientation, national origin, disability, or status as a disabled or Vietnam era veteran may report such incidents to the Director of Equal Opportunity and Affirmative Action, 1 McNutt Hall, 646-3197 (mailing address: 6018 McNutt Hall, Room 1, Hanover, NH 03755-3541). All discussions are kept confidential.

In cases where the complaint is against a graduate student, the report should be made directly to the Dean of Graduate Studies and the complaint will be processed using the graduate disciplinary procedures.

In cases where a student has a complaint against a faculty member or an administrative and professional or a service employee, the report should be made to the Dean of Faculty Office or the Office of Equal Opportunity and Affirmative Action.

In keeping with Dartmouth's commitment to equal opportunity, an Affirmative Action Plan has been developed which defines and describes the institution's Affirmative Action Program for employees.

Dartmouth College operates under the principles enunciated under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, which prohibit discrimination on the basis of race, color, national origin, sex, or age in any educational program or activity receiving or benefiting from federal financial assistance; and of Sections 503 and 504 of the Rehabilitation Act of 1973, which call for nondiscrimination and

affirmative action for persons with disabilities. Coverage extends to such areas as financial aid, athletics, housing, courses, employment, and program accessibility.

Any person having inquiries or complaints concerning Dartmouth's compliance with the regulations implementing Title VI, Title IX, or the Age Discrimination Act of 1975 is directed to contact the Director of Equal Opportunity and Affirmative Action.

For information on the institution's efforts to comply with the regulations implementing Section 504 of the Rehabilitation Act of 1973, contact the Student Disabilities (Section 504) Coordinator, 603-646-2014 (mailing address: Academic Skills Center, 6173 Collis Center, Hanover, NH 03755-3586).

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region One, Boston, MA 02109, regarding the institution's compliance with the regulations implementing Title VI, 34 C.F.R. Part 100; Title IX, 34 C.F.R. Part 106; the Age Discrimination Act of 1975, 45 C.F.R. Part 90; or Section 504, 34 C.F.R. Part 104.

Arts & Sciences Graduate Student Nondiscrimination Policy

Dartmouth College is committed to a policy of nondiscrimination to assure that its educational programs and activities are available to all students without regard to sex, race, color, religion, handicap, or national or ethnic origin. The College grievance procedure outlined below provides a means to assure prompt due process to any graduate student who believes that she or he has been discriminated against on the basis of sex, race, color, religion, handicap, or national or ethnic origin.

Association with Dartmouth College involves participation in a free and open community where all students are recognized and rewarded on the basis of individual performance, rather than on any particular personal convictions or preferences, including sexual or affectional orientation. Any graduate student who feels discriminated against for any of these reasons may also use this grievance procedure.

Resolution By Informal Negotiation

Any graduate student who believes he or she has been discriminated against should first seek a resolution of the problem through informal discussion. Initially, the student should attempt to discuss the problem with the faculty member, administrative officer, staff person or student directly concerned. If a resolution is not reached through discussion, the student should then bring the problem to the attention of the appropriate department head or administrative officer in charge.

In cases where a student is uncomfortable about discussing the problem with the party directly concerned or is uncertain whether to initiate a grievance, he or she may seek, in confidence, the advice of the Affirmative Action Officer or the Dean of Graduate Studies who, with the student's permission, will seek to resolve the problem through discussion with the involved parties.

Procedure

If a resolution has not been achieved within ten working days from the time the grievance was first raised, the student should prepare a written statement of the allegations and submit it to the Dean of

Graduate Studies. The Dean of Graduate Studies, or the Dean's designee, will have ten days to: (1) achieve a settlement by negotiating with the parties identified in the complaint; or (2) submit the case for consideration by the Committee for Student Grievances.

In regard to written complaints involving academic matters, the Dean of Graduate Studies, or designee, will have two weeks to: (1) achieve a settlement by negotiating with the parties involved; or (2) submit the case for consideration by the Provost. The Provost shall consult with appropriate faculty members involved and shall also meet with the student bringing the complaint before making a final decision with regard to the matter. The decision of the Provost on the complaint shall be forwarded to the President for his review and disposition as outlined in the Presidential Review section of this document.

Committee On Student Grievances

The Grievance Committee shall be a committee appointed by the Dean of Graduate Studies and composed of two students from a slate nominated by the elected graduate student representatives and two members of the faculty or administration. At least one of the members of the Committee will be female and one a minority with the further constraint that both will not be students. The Affirmative Action Officer shall serve as an advisor to the Committee. The Chair of the Committee shall be the Chairperson of the Council on Graduate Studies or his/her designee.

Formal Hearing

The Committee on Student Grievances will conduct a hearing as soon as is practical after full written notification of the grievance by the Chairperson. Both the student who initiated the grievance and the person against whom the grievance is lodged may make statements and bring evidence; either party will be allowed to bring witnesses and/or an advisor. Each party has the right to be represented by counsel or other representative. However, the College has no obligation to provide counsel for the complainant. The college will normally not be represented by legal counsel unless the complainant chooses to be represented by counsel. If any party intends to employ legal counsel, he/she shall inform the Dean's Office of this fact no later than 72 hours prior to the hearing, and that Office shall provide such information to the other party and to the Chairperson of the Grievance Committee. Formal rules of evidence shall not be applicable to any hearing before the Grievance Committee, and any evidence or testimony which the Committee believes to be relevant to a fair determination of the complaint may be admitted. The Committee reserves the right to exclude incompetent, irrelevant, immaterial and unduly repetitious evidence. The Committee may seek additional information or testimony which it finds relevant to resolving the grievance, and may also, at its discretion, establish additional procedures for governing the hearing.

The Chairperson of the Grievance Committee shall rule on all matters of procedure and admissibility of evidence. Any member of the Committee not concurring in the ruling of the chair may request a private session of the Committee for debate on the point.

Upon either party's request, a verbatim record shall be kept of all sessions in which testimony and evidence are present regarding the case, and all parties to the hearing may have access to this record. All findings, recommendations, and conclusion of the Grievance Committee shall be based solely on the evidence presented as part of the hearing. A majority vote of the Committee members present shall determine the final decision.

The time frames described above may, in extenuating circumstances, be adjusted by the Committee. The definition of "extenuating circumstances" will be determined by a majority vote of the Committee.

Decision

The Committee shall reach a decision within five working days after the termination of hearings. (In case the hearings have to be adjourned to gather more information, the total adjournment time should not exceed ten working days.) The Committee will forward its decision and recommendations to the President of the College.

Presidential Review

Within twenty working days, the President may accept the findings and recommendations; reject the findings and recommendations; request that the grievance be reheard, taking into account new information; propose alternative methods of rectifying the situation if discrimination has occurred and financial expenditures are involved; or take any other action the President deems appropriate. The final decision of the President is binding and shall not be subject to review under any other grievance procedure in force in the institution.

Standards and Procedures For Involuntary Medical Withdrawal

Arts and Sciences Graduate School

Standards For Withdrawal

1. A student will be subject to involuntary medical withdrawal from Dartmouth by the Dean of Graduate Studies or his/her designee* if it is determined, after consultation with the College Health Service, that the student is suffering from a psychological or medical disorder and,
 - (a) engages in behavior which poses a danger of causing, or threatening to cause, physical harm to self or others; or
 - (b) engages in behavior which poses a danger of causing, or threatening to cause, emotional harm to self or others; or
 - (c) engages in behavior which poses a danger of causing, or threatening to cause, significant property damage; or
 - (d) engages in behavior which substantially impedes or disrupts, or threatens to impede or disrupt, the lawful activities of others.

Referral For Evaluation

2. The Dean of Graduate Studies may refer a student for evaluation by a physician or psychologist of the College Health Service if the Dean believes that the student may meet the criteria set forth in #1 above.
3. Students referred for evaluation in accordance with #2 above shall be notified either personally or in writing by the Dean, and shall be notified of these standards and procedures. The evaluation must be begun and completed within the timetable established by the Dean, and must be made available to the Dean.

4. Any pending disciplinary action may be withheld until the evaluation is completed, at the discretion of the Dean of Graduate Studies.
5. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, as set forth in #6 - 7 below, or referred for disciplinary action, or both.

Involuntary Withdrawal and Appeal

6. An interim involuntary medical withdrawal may be implemented immediately if a student fails to begin and to complete an evaluation or fails to make the evaluation available to the Dean, as provided by #2-3 of these standards and procedures. Also, an interim involuntary medical withdrawal may be implemented immediately if the Dean of Graduate Studies believes that the student's behavior poses an imminent danger of what is indicated in (a) - (d) in #1 above.

An interim involuntary medical withdrawal will continue until the prescribed evaluation (cf. #2 - 5 above) is completed in preparation for #7 below.

7. A student who has completed the evaluation referenced in #2 above, and who is subsequently subject to an involuntary medical withdrawal, shall be given written notice of the withdrawal either personally or by mail, and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Dean of Graduate Studies, within two business days from the effective date of the withdrawal, in order to review the following issues only:
 - (a) the reliability of the information concerning the student's behavior;
 - (b) whether or not the student has completed an evaluation in accordance with these standards and procedures; and
 - (c) whether or not the student's behavior, in the judgment of the Dean, poses any of the dangers mentioned in #1 above.

The Dean will make the final decision regarding withdrawal.

A student subject to withdrawal may be assisted in the proceeding specified in this section by a family member, a licensed physician or psychologist, or a member of the faculty, staff, or student body of Dartmouth College chosen by the student.

Students who have been involuntarily withdrawn are required to leave campus within 48 hours unless otherwise informed by the Dean.

Students withdrawn for medical reasons must receive approval from the Health Service, as well as the Dean, in order to qualify for readmission. Under certain circumstances, a student may be placed on an involuntary medical withdrawal according to procedures on file for review at the College Health Services and the Office of the Dean of Graduate Studies.

The standards contained in this document do not preclude a student's removal from the College or its residences in accordance with College rules or regulations or the provisions of the residence hall occupancy agreement.

*Wherever reference is made to the Dean of Graduate Studies, it implies "or his/her designee."

Appeals Board On Standing and Conduct For Graduate Students In Arts And Sciences Programs

1. *Membership.* The Appeals Board on Standing and Conduct for graduate students in Arts & Sciences programs shall consist of three students and four faculty members. The chair must be a faculty member and will be chosen by all members selected to serve on the Board. At least two of the faculty members (including the chair) must be from a graduate program or department.
2. *Election and Appointment.* When requested by the Dean, four faculty members will be selected by lot from members of the Council on Graduate Studies (excluding the Dean). The three student members from the Graduate Student Council will be selected by lot by the Council on Graduate Studies. No student shall be eligible to succeed him or herself on the Board. The Chair will vote only in the case of a tie. In the event a member shall disqualify him or herself from the Board, a replacement shall be selected by lot from among all the remaining members of the group that individual represents on the Board.
3. *Jurisdiction.* The jurisdiction of the Appeals Board shall be appellate. It shall hear appeals by graduate students only after action has been taken by the Dean of Graduate Studies. In matters of conduct, its decisions will be final, though it must rehear a case if requested to do so by the President. In matters of academic standing, its findings will be advisory to the Dean of Graduate Studies and to the department or program involved.
4. *Conduct of Business.* The Appeals Board may adopt by majority vote such rules and procedures as are necessary for the conduct of its business. Decisions of the Appeals Board shall be determined by majority of the Board.
5. *Confidentiality.* Decisions of the Appeals Board may be made public, but in no instance shall the name of the student concerned be divulged. Reports, records, and the deliberations of the Appeals Board are not to be examined by or revealed to any person or persons other than College personnel authorized by the Dean of the Faculty. Records and reports shall be destroyed immediately after they have lost any reasonable usefulness. The privacy of the student is to be protected.
6. *Reports and Record Keeping.* The Secretary of the Council on Graduate Studies will be the recorder of the Appeals Board deliberations and will prepare reports at the request of College personnel authorized by the Dean of Faculty.

Dartmouth College Policy and Procedures For Safeguarding Integrity In Research, Training, and Other Related Activities

Overview. Dartmouth College recognizes that academic freedom, including freedom in conducting research, is fundamental to its educational and intellectual life and that misconduct in research, research training, and other related activities undermines the intellectual integrity of the College. Accordingly, this policy provides guidelines for dealing with cases of alleged misconduct in research, research training, and other related activities. Maintaining confidentiality is critical to the proceedings and inquiries conducted under this policy; the need for this should be recognized by all involved in the process.

Role Of The Council On Sponsored Activities. The Council on Sponsored Activities will function as the College's advisory body on both general and specific matters related to misconduct in research,

research training, and other related activities. If, for example, there is a pattern of allegations of misconduct or some other general issue regarding misconduct at Dartmouth, and the Provost believes that a broader investigation of policies and procedures is needed, he or she may request that the Council on Sponsored Activities form a subcommittee to conduct an investigation and recommend an appropriate institutional response to the problem.

Scientific Misconduct Defined. Scientific misconduct is morally unacceptable behavior that, if widespread, would seriously damage the institution of science. It has three main subdivisions, as follows: (1) Deception or knowing misrepresentation in the proposing, performing, or reporting of research, including the fabrication of evidence, the falsification of data, and plagiarism. (2) Attempting to prevent the reporting of misconduct as well as attempting to prevent the reporting of mistakes. This includes harassment or retaliation against anyone who has made a legitimate allegation of misconduct. (3) Obstructing the scientific research of others. This includes making malicious allegations of misconduct.

Scientific misconduct does not include honest error or genuine difference of opinion. Although scientific ideals encourage sharing, refusing to help further the research of others is not necessarily obstruction, and therefore not necessarily misconduct.

The research enterprise is so complex that these categories may not adequately identify all cases of scientific misconduct and other ethically unacceptable practices. Further information on these and other examples of various forms of scientific misconduct and other ethically unacceptable behavior is available in the Office of Grants and Contracts. This information includes contributions by members of the Dartmouth scholarly and research community and will be updated periodically to reflect ongoing research activities.

Procedures For Processing Reports Of Misconduct.

Scientific Misconduct Procedures for Undergraduates. In cases involving alleged misconduct by undergraduates, the ordinary processes set forth in the "Undergraduate Student Handbook" will be followed. To the extent additional reports or proceedings are necessary for undergraduates, either to comply with federal rules or because of the involvement of undergraduates in cases involving graduate students, faculty, or employees, the Provost may direct such reports or proceedings on an *ad hoc* basis.

Procedure For Faculty, Research Scientists, Graduate Students and Staff.

The following pages (33-37) detail the procedures to be followed in cases where scientific misconduct has been alleged or is suspected. While rather detailed, they are provided here as part of this Handbook so that any reader who might find his or herself having to confront such an issue will have available to them information on how to proceed.

Step 1. Allegations of Scientific Misconduct: Institutional procedures for handling misconduct should maintain a common, formal, and easily available entry point for receiving all allegations of scientific misconduct. All allegations of scientific misconduct must be made in writing. It is also important to maintain many routes for connecting the designated misconduct administrator (Provost) with other institutional personnel to whom allegations are made initially, including faculty, laboratory directors, chairs, associate deans, etc. Henceforth, individuals making allegations of scientific misconduct will be identified as the COMPLAINANT and those against whom allegations are made will be identified as the RESPONDENT.

Step one involving allegations of scientific misconduct is for the individual receiving the complaint to inform the Provost in writing. The individual writing to the Provost should state the nature of the complaint and provide all of the particulars to the Provost. The Provost at this point must inform the appropriate Dean that a complaint has been made and that a review will occur. Before consideration of a complaint, every effort should be made by the appropriate parties to resolve complaints through an informal process of discussion and, where appropriate, through mediation. Every effort should be made to handle all complaints with sensitivity, discretion, and with due regard for the interests of both the complainant and the respondent. Anonymous reports of misconduct will be considered only if sufficient evidence is provided to warrant an objective investigation of misconduct.

Step 2. *Decision-Making about Whether an Inquiry is Warranted:* The Provost at this point must consult with at least one other individual at the College to determine whether to conclude the process or to proceed to the inquiry stage. Among those with whom the Provost may consult are the Dean of Graduate Studies, and The Equal Opportunity/Affirmative Action Officer. The Provost will so inform in writing the complainant. The complainant has the opportunity to appeal the decision by stating in writing the reasons for the appeal and directing it to the Provost.

A decision to conclude or move to the inquiry state must be made within 15 working days of the date that the Provost received the complaint. When a decision to inform the respondent that an allegation of scientific misconduct of deception or knowing misrepresentation has been made, the Provost and any other individual asked to assist in the process must immediately secure all relevant data. The data secured should include laboratory notebooks, primary data, specimens, samples, and anything else considered relevant. This is a critically important step because it protects both the complainant and the respondent as well as insuring the integrity of the process. When possible, copies of notebooks or other intellectual property will be made available to the respondent upon request.

Retention of research data is the responsibility of the institution. The data is generally the property of the institution, not of the principal investigator or the researcher producing the data. Certainly that is the case if the research was funded by a federal agency because the grant is made to the institution and not to the individual. Additionally, institutions are required by federal regulations to retain records for specific lengths of time and to provide records upon request to funding agencies as well as to other government agencies.

Step 3. *Inquiry of Allegations:* Once a decision is made to proceed to the inquiry stage, the Provost, with the assistance of the person consulted above as well as the assistance of the appropriate Dean, will appoint an Inquiry Panel. The Inquiry Panel will be given its charge, with as much detail as is required to conduct a thorough and fair review. The Panel also will be provided with the resources needed for the inquiry, as well as the time necessary to conduct the inquiry and gain access to legal council. Members of the panel will be indemnified by the College. At all stages of the process confidentiality is to be maintained as much as possible by any and all involved. Unwarranted breach of confidentiality may be subject to sanctions.

The Provost will inform the complainant and respondent about the composition of the Panel, the process, the time schedule for completing the inquiry and any rights that they have in the process. The complainant and the respondent have the right to comment on the composition of the Inquiry Panel and may raise questions concerning the membership. The Panel will conduct the inquiry by reviewing the evidence and interviewing the parties involved, as well as any other relevant witnesses.

The inquiry will conclude with a decision by the panel about whether a formal investigation is necessary. The decision will be rendered in a report to the Provost and may include recommendations for further actions. The decision must be rendered to the Provost within 60 days of the appointment of the panel. If the panel believes that the allegation appears substantial, the process will move to the investigation stage. If the allegation is unsubstantiated, the Provost will seal the record.

If, after reviewing the record of the inquiry, either the Panel or the Provost believe that there may have been misconduct, they will notify the individual involved and will discuss the findings. If, after this discussion, either still believe that misconduct may have occurred, they will refer the case (within seven days) to one of the following for a detailed investigation:

- Committee Advisory to the President (for Arts & Sciences faculty and research scientists)
- Dartmouth Medical School Advisory Board (for Dartmouth Medical School faculty and research scientists)
- Committee on Academic Freedom and Responsibility (for Tuck School faculty)
- Tenure Committee (for Thayer School faculty and research scientists)
- Dean of Graduate Studies (for Arts & Sciences graduate students)
- Academic Honor Committee (for Tuck School graduate students)
- Honor Committee (for Thayer School graduate engineering degree students)
- Committee on Student Performance (for Dartmouth Medical School graduate medical degree students)
- *ad hoc* Committee appointed by the Director of Human Resources (for College staff)

In addition, if misconduct occurred in the context of an externally funded program, the Director of Grants and Contracts must be informed (see Procedures For Reporting guidelines for additional guidance if PHS funding is involved). If there is an allegation of misconduct involving individuals from different categories of employees and/or students, the Provost will meet with the appropriate Deans, Committee Chairs or other responsible officers listed above to organize a single, coordinated detailed investigation.

Step 4. Detailed Investigation: The body or person assigned to conduct the detailed investigation must initiate the investigation within 30 calendar days of receiving the Inquiry Panel's report from the Provost. The detailed investigation will consist of an examination of all relevant documentation, *e.g.*, research data, correspondence, grant proposals, and publications, and interviews with all concerned, including the individual who made the original allegation of misconduct, the person alleged to have committed the misconduct, and any others who might have pertinent information. Complete summaries of these interviews will be prepared and made available to the interviewees for comment and revision, and then made part of the investigation's supporting documentation. The detailed investigation should be completed within the period set by appropriate college guidelines and/or the Federal Government, and a final written report that either supports or rejects the Inquiry

Panel's report shall be submitted to the appropriate Dean and the Provost. If it is concluded that misconduct occurred, disciplinary actions will be initiated in accordance with applicable College policies for faculty, staff, and students.

The guidelines outlining this process are contained in the Organization of the Faculty of Dartmouth College (faculty), the graduate Student Handbook (Arts & Sciences graduate students), the appropriate handbook for professional schools (graduate students in the professional programs), and the AP I and AP II handbooks.

According to applicable Dartmouth College policy, individuals found to have committed misconduct may be : 1) removed from a particular project; 2) given a letter of reprimand; 3) monitored in performance of work; 4) placed on probation; 5) reduced in rank; 6) suspended for a fixed period of time; 7) terminated.

If the detailed investigation concludes that misconduct did not take place, efforts will be made: 1) to ensure that the reputation of the person alleged to have committed misconduct is not damaged; and 2) to ensure that no retaliatory action be taken against the individual who made the original allegation, unless there is a determination that the allegation was maliciously motivated, in which case disciplinary action should be taken.

Regardless of the conclusion, copies of the final report will be provided to the Provost, the appropriate Dean, the Chair of the Council on Sponsored Activities, the individual against whom the allegation of misconduct was made, the Inquiry Panel, and the Director of Grants and Contracts (if extramural funding was involved). A copy of the complete investigation record must be kept in the Provost's office and in the Dean's office.

Conclusion. Misconduct as defined in section 3 violates College policy and undermines the integrity of scholarly endeavors within the larger academic community. Dartmouth College encourages serious and well-intentioned efforts to expose misconduct and will take appropriate action against individuals found to have committed such actions.

Procedures For Reporting Guidelines When Public Health Service (PHS) Funding Is Involved

If the Dean of the appropriate school believes that an inquiry of allegations of the alleged misconduct is warranted (see Step 3), he or she must provide an initial written notice to the Director of the Office of Scientific Integrity (OSI) at PHS on or before the date the investigation begins. This notice will include the name of the individual against whom the allegation of misconduct has been made, the general nature of the alleged misconduct, and the PHS proposal and grants numbers involved.

If either the initial inquiry or the detailed investigation is terminated before completion for any reason, the Provost must provide OSI with a written explanation for terminating the proceedings.

The detailed investigation's final report will be completed within 120 calendar days after initiation of the investigation. This includes conducting the investigation, preparing the final report, circulating the report to appropriate individuals, and submitting the report to OSI. The final written report to OSI will include: 1) a description of the detailed investigation; 2) how and from whom supporting documentation relevant to the investigation was received; 3) the investigation's conclusion and the basis for it; 4) the response of the individual alleged to have committed the misconduct; and 5) if misconduct is found to have taken place, the actions taken against the individual involved. If

available, the name of the individual who made the original allegation of misconduct should be included in this final report.

In addition, if any of the following conditions exists at any point in either the initial inquiry or the detailed investigation, the Dean will notify the Provost, who in turn should notify OSI and the Director of Grants and Contracts:

1. there is an immediate health hazard;
2. there is an immediate need to protect Federal funds or equipment;
3. there is an immediate need to protect the interests of the individual who made the original allegation of misconduct and his or her colleagues;
4. it is probable that the alleged incident will be reported publicly; or
5. there is a reasonable indication of possible criminal violations (in this case, the Provost must inform OSI with 24 hours of obtaining such information).

In addition, the Provost will submit an annual written assurance to OSI that Dartmouth has an established administrative process to review allegations of misconduct and report any investigation of misconduct that seems substantial to the Secretary of HHS. The Provost will also submit aggregate information on allegations of misconduct and subsequent initial and detailed investigations upon request to the Secretary of HHS.

FINANCES

Financial Aid

Financial Aid is supervised by Christen O'Connor, who is the Assistant Director of Financial Aid, 2 McNutt Hall, 646-2451. The only financial aid available to graduate students, other than tuition scholarships and stipends, is loan funds. Several loan options are available:

Stafford Loan

Stafford Loan is a long term educational loan program. The Financial Aid Office determines eligibility. Local lending institutions such as banks, credit unions and savings and loan associations finance these loans. For first-time borrowers the interest rate is 8% for the first four years of repayment and 10% during the remainder of the repayment period.

Graduate students may borrow a maximum of \$8,500 per year. A student borrowing for the first time as a graduate student must attend a loan entrance interview.

Perkins Loan

Perkins Loan is also a long-term educational loan program and the Financial Aid Office determines eligibility. The 5% simple annual interest rate does not accrue during enrollment. Only exceptionally-needy students are eligible for this program.

These programs are administered by Dartmouth College through the Financial Aid Office.

Short Term Loans

Limited funds are available in the Graduate Studies Office for making short term, no interest loans to help students through temporary emergencies. Loans are limited to a few hundred dollars and payment must be made within 3 months.

Veterans Administration Information

Sally Gonzalez, Associate Registrar is the VA liaison for all Dartmouth College students. She may be contacted in the Registrar's Office, McNutt Hall, or by calling (603) 646-2246.

Employment

Graduate students who are fully supported (a full tuition scholarship and a full stipend) cannot receive additional payment from Dartmouth College for services rendered and cannot accept employment outside the College while enrolled. Exceptions may be granted in cases of unique academic or professional benefit or documented financial hardship. Any exception will normally not exceed eight hours per week and must have the written approval of the graduate student's advisor, department chair or Graduate Program Committee, and the Dean of Graduate Studies.

Student Financial Services

Student Financial Services Office is located in Room 103, McNutt Hall (646-3230). The office is open from 9:00 a.m. to noon, and from 1:00 p.m. to 4:00 p.m. Monday through Friday.

The office posts all charges and payments, including financial aid, to your student account. There are two statements for each term, the first about six weeks before the term starts and the second two weeks after the term starts. You will have about 25 days to make the payment. Student Account Statements are made available to students via an online billing tool called D-Pay. Students receive an email instructing them on how to enroll in the D-Pay system and once enrolled will receive an email whenever a new statement is available. Payments can be made online or by mailing a check to the College Cashier's Office. The Cashier's Office (646-3014), 37 Dewey Field Road, is open from 9:00 a.m. to 4:00 p.m. Monday through Friday. The penalty for late payment of a student account statement is 1.5% of the balance due. If there is a credit balance in your student account, you may request a refund from the Student Financial Services Office.

A \$50 activity fee will automatically be billed to all Arts & Sciences graduate students in the fall of each year. This fee is used to support social activities for Arts and Science graduate students.

Stipends

All students receiving stipends are paid on the first of the month for the previous month. Checks will normally be mailed to your department of study, unless you provide the payroll people in the Controller's Office with other instructions. You may have your check deposited directly into your checking account in a local bank. Fellowship awards, *i.e.* NSF, Ford, *etc.*, will also be paid through the College in monthly installments, normally on a twelve-month basis.

Graduate Research Stipend Policy

Graduate students have many opportunities to apply for independent training grant funding from government programs or foundations, which will fund part or all of their planned studies. Stipend rates can vary between agencies, and budgeting for these should be planned with the Office of Sponsored Projects. Dartmouth graduate students may receive the maximum stipend level allowable from a given granting agency. This program encourages students to seek out independent funding where appropriate. If the training program provides less financial support than is standard in the department in which the student is registered, supplementary support will be negotiated between the student and the Department.

Tuition Refund Policy

The Arts and Sciences Graduate School policy on refund of payments to students who withdraw voluntarily or are dismissed from the School during any term is as follows:

1. Tuition: before the beginning of term classes: full refund; 90% during the first week of the term; 75% during the second and third weeks; 50% during the fourth week; 25% during the fifth week; and no refund after the fifth week.
2. Tuition Waivers: In the case of graduate students who have been awarded tuition waivers and withdraw, the student's account will be credited with the same proportion

of the scholarship as it is charged for tuition; namely, 20% if the student leaves during the first two weeks of the term, 40% during the third week, 60% during the fourth week, 80% during the fifth week, and 100% thereafter. The balance of the waiver will be canceled.

3. Board and Housing: pro rata basis.

The only exception to this policy will be for students receiving Title IV, HEA federal financial aid who are attending Dartmouth for the first time and who withdraw on or before the 60 percent point in time of their first term of enrollment. Refunds for these students shall be the larger of the amount provided under the above guidelines or the pro rata refund prescribed for these particular students by federal regulations. Please consult with your Financial Aid Office for particulars and examples.

In the case of a withdrawing student receiving Dartmouth tuition assistance or federal financial aid, the share of the refund returned to the student or family is dependent upon a number of factors. The amount of tuition assistance retained and/or the amount of repayment due to the federal and Dartmouth programs must be calculated in accordance with applicable regulations and formulas. Please consult with your Financial Aid Office for particulars and examples.

Refunds, tuition assistance and repayments of federal funds are recorded to the student's account. All requests for student account refunds shall be submitted in writing to the Office of the Bursar, and any balance due the student upon the making of such adjustments shall be paid to the student within 30 days.

In any instance where it is felt that individual circumstances may warrant exception to the Refund Policy, the student may appeal in writing to the Director of Financial Services.

Unpaid College Bills

All College bills must be paid prior to graduation. No student will receive a diploma until all bills are paid in full. No transcripts will be released for any student whose account is delinquent.

STUDENT SERVICES

Housing

Married Student Housing

Married or partnered students may apply for apartments in Sachem Village, the married student College housing complex located 2 miles south of the campus. Most of the 132 apartments are in single story duplex structures in a private country setting. The newest apartments are two-story, two bedroom units in clusters of eight to twelve apartments. Inquiries and applications for married student housing should be directed to the Real Estate Office, 7 Lebanon Street, Suite 107, Hanover, NH 03755. (603-646-2170).

Single Student Housing

NORTH PARK STREET GRADUATE HOUSING

North Park Street Graduate Housing (NPGH) provides housing primarily to first-year, Arts & Science graduate students. The housing is mostly 4 bedroom apartments with one student assigned to each bedroom. The housing complex has a total of 11 buildings made up of four basic building types.

The four basic building types include:

Lodge House (3): These are 2 1/2 story structures in a shingle-style vernacular, intended to be reminiscent of large single-family residences. The individual buildings have five apartments, each with four single bedrooms, two baths, and a shared living/dining/kitchen area.

Carriage House (4): These two-story clapboard buildings are multi-function buildings, including both residential apartments and covered parking for four vehicles. The residential component of the buildings consist of one 4-bedroom apartment and one single-bedroom apartment, for a total of nine bedrooms per building.

Cottage (2): The easternmost cottage contains two single-bedroom apartments, one upstairs and one downstairs. The westernmost building has an upstairs apartment, but on the ground floor is a common laundry facility for the complex, as well as a small lounge area for students to study or socialize while doing laundry.

Gateway Building (2): These two buildings are built into the hillside behind the existing buildings at 4 – 6 North Park. There is covered parking for a total of 15 vehicles under the buildings (five spaces under the southern building and 10 spaces under the northern building). Above the parking are one 4-bedroom apartment (southern building) and two 4-bedroom apartments (northern building) for a total of 12 beds.

All the apartments are within easy walking distance to the Dartmouth campus. There is limited parking available and requires making application for a permit. Those students assigned a permit will be required to pay a monthly fee.

All apartments are furnished and rent includes heat, electricity, local phone service, internet access, and College cable TV. For more information or to apply for housing at NPGH, please contact the Real Estate Office, 7 Lebanon Street, Suite 107, Hanover, NH 03755. (603-646-2170)

Single Or Married

If you would rather look for rental housing in or around Hanover on your own, there are a number of places which should not be overlooked. The first and foremost is the Real Estate Office, (646-2170). There you will find a lengthy list of rentals available: houses, apartments (furnished and unfurnished), and rooms. This list is updated every week.

Bulletin Boards to check include the one at the Medical School, the Hinman Post Office in Hopkins Center - which has housing information as well as numerous articles for sale, rides, and any other types of information you would expect to find on a central college bulletin board. Learn how to monitor specific electronic bulletin boards on Blitzmail (our in-house e-mail). There will be housing information on the bulletin board 'Graduate Studies'. The classified advertisement section of the Valley News (a daily local paper) is also a good source.

Health Service

The Dartmouth College Health Service provides comprehensive ambulatory and infirmary care. The Health Service is located in Dick Hall's House, better known as Dick's House, located at 5-7 Rope Ferry Road.

Details of the medical coverage are described in the pamphlet, Dartmouth College Health Service.

Married students are urged to take out the optional health coverage for spouses available as a supplement to the Student Health Insurance. For more information call 646-9438.

FEES: (2009-10)

Student	\$1,786
One Dependent	\$2,973
Two or more dependents	\$4,171

Appointments can be scheduled by calling the Appointment Office at 646-9400. General information can be obtained by calling the Reception Office at 646-9400. If you need assistance to get to Dick's House at any time, call Safety and Security at 646-2234.

Make all of your appointments through Dick's House. Students who make their own appointments at the Hitchcock Clinic, Mental Health Clinic, or Dartmouth Hitchcock Medical Center may be asked to assume full responsibility for all charges. Medical coverage includes all medications and supplies necessary for outpatient treatment or prevention of ill health. Simply present your prescription (even if obtained elsewhere) to the desk at Dick's House.

Counseling and Human Development. Dick's House offers counseling for academic, social, and personal problems, psychiatric and psychological services, including human sexuality, crisis intervention, diagnostic interviews, short-term individual psychotherapy, and group therapy. Appointments may be made at the Counseling Office, second floor of Dick's House or by dialing 646-9442.

Dental and Optical. For the most part these health services are not covered by the health service fees or by the Student Health Insurance. Dick's House has lists of local dentists and eye care specialists (including ophthalmologists at Hitchcock Clinic) available for students.

Office of Visa & Immigration Services

The Office of Visa & Immigration Services is located in 44 North College Street, 646-3474. The office advises, supports, and provides services, activities and programs for international students, faculty, staff, and visitors at the College.

Dartmouth College's authorization to enroll international students depends on strict compliance with immigration regulations, and international students should consult with the staff of the International Office on arrival and at least once a year thereafter to ensure that their documentation is up to date. The office issues the necessary documents international students and others need to enter or remain in the United States, provides information and forms needed to obtain special benefits from the Immigration and Nationalization Service (INS), advises individuals about procedures regarding visa status changes, extensions, etc.

In addition, the Visa & Immigration Office serves as a resource center for information regarding U.S. taxes, employment eligibility, visas to other nations, travel within the U.S., and securing a U.S. driver's license and Social Security number. There are information sheets available, as well as a small cross-cultural reference library of books and video tapes.

Orientation programs for new undergraduate and graduate students are sponsored by the Office in addition to other informal get-togethers and meetings during fall orientation. Throughout the year, the Office of Visa & Immigration Services sponsors events enabling international students to meet other students and members of the community, and an International Friendship Program matches international students with local host families.

The International House, located in Brewster Hall, houses 26 upperclass U.S. and international students in single rooms with a communal lounge, kitchen and study room. The House has become a focal point for international social, cultural, and academic events sponsored by graduate and undergraduate student organizations and academic departments.

The International Students Association (ISA) is a Dartmouth student organization which sponsors many events annually. ISA welcomes all undergraduate students regardless of citizenship and country of residence. The ISA is closely affiliated with the International Office.

For more information about the services provided by the International Office, please visit our website or BlitzMail "Visa & Immigration Services" with questions.

Dining Services

Thayer Dining Hall is available to graduate students at all times on a cash basis, or a meal contract may be purchased if any are available after undergraduate registration.

Byrne Hall, the Tuck School dining hall, is also available to non-Tuck graduate students.

Dartmouth Dining Services (DDS) operates a number of dining facilities on the campus, including Food Court, Home Plate, and Toppide Convenience Store in Thayer Dining Hall; The Collis Café, Lone Pine Tavern, and Collis Late Night at Collis Center; Courtyard Café at The Hopkins Center, Café North at the Medical School, Novack Café in the Berry Library and the Snack Bar at the East Wheelock Cluster. For complete information concerning dining areas, hours of operation, menus and more please check the web page at <<http://www.dartmouth.edu/~dds>>.

NOTE: Food purchased at Thayer Hall, and the Hopkins Center Snack Bar may be paid for in cash or charged to your student account with your Dartmouth ID.

Athletics and Recreation

Recreation Facilities and Equipment

For those of you who enjoy the various thrills of sports, Dartmouth intercollegiate teams provide good college level athletics. Dartmouth teams have a variety of exhibition contests and invitational meets, including a highly rated indoor track meet in the winter.

All of the College athletic facilities are made available to graduate students at the same cost as for undergraduates. This includes the gymnasium with basketball courts, weight rooms, squash courts, gymnastic equipment, swimming pools, the indoor track with tennis courts in the winter, and the ice hockey arena. In addition, there are a number of clubs which include crew, canoeing, kayaking, sailing, and rugby that you can join. You can borrow an amazing array of equipment from the gym such as cross-country ski equipment, volleyball and net, footballs, etc.

Cross-country running is popular both for personal enjoyment and at a competition level. There are many foot paths on the golf course used for running, or one can run on the roads around town.

Cross-country skiing is probably the fastest growing sport in the area. The golf course is the place to learn, as ski tracks are deep and numerous; but there are other places in the area, including the Storrs Pond recreational area just north of town, and the Gile Tract between Hanover and Lebanon. Also check out the learning clinic offered by the DOC.

By joining some of the affiliated clubs, one is entitled to that club's facilities. Some of these clubs include the Dartmouth Rowing Club, Ledyard Canoe Club, and the Yacht Club. The biggest student organization is the Dartmouth Outing Club, which runs, or coordinates, most of the outdoor activities. The DOC also has information on trails, bicycle routes, and outdoor activities in the area. If you are at all interested in outdoor activities, stop by Robinson Hall and look around. There is also a program called "The Outdoor Program" which was formed as a reaction to the fraternity-like atmosphere of the DOC. It is a low-key program that sponsors some trips and has lots of

information. There is also a bulletin board in Robinson where anyone can let people know about trips that they are planning.

For complete information concerning Athletic Facilities, hours of operation, and more, please check the web page at <http://athletics.dartmouth.edu/facilities/athfacilities.html>.

Safety and Security

The Department of Safety and Security is responsible for the general policing and security of the College and responds to all College emergencies. They also provide emergency transportation for the sick and injured, assist students who are locked out, and enforce College driving regulations. The telephone number for Safety & Security is 646-4000.

A lost and found service is located in the Safety & Security Office.

STUDENT RESOURCES

Libraries

The Dartmouth College Library system is available for student use throughout the year. The main library is Baker/Berry Library and is located at the center of campus.

There are eight branch libraries on campus, each containing library materials in specific subject areas. They are Baker-Berry Library, Sherman Art Library, Feldberg Business and Engineering Library, Biomedical Libraries, Paddock Music Library, Kresge Physical Sciences Library, Rauner Special Collections Library, and Storage Library located on Route 120, Lebanon, NH.

One's student ID is required whenever books or other materials are borrowed from any part of the library system.

Fines. Fines are quite steep, especially for reserve material. Renewals must be made in person at the circulation desk where the book was checked out.

For further information, visit the Dartmouth College Library home page at:
<http://www.dartmouth.edu/~library>.

Computing Services

The operating philosophy of Computing Services is to integrate computing into the life of the institution, with open access and a generous allocation of computer resources to every student and to all members of the faculty, staff, and administration. Most graduate departments have public use micro computer facilities available for student use. In addition, computers can be found in many research labs in which students may work.

Computing Services is located in Berry Library, Gerry Hall, Raven House, and North Fairbanks Hall. The Help Desk, Computer Sales and Service, and the Student Development Center are located in Gerry Hall. The public print window, several public computer clusters, and the central machine room are located in Berry.

Assistance in getting started is available by calling the Computing Services Help Desk at 646-2999.

Computing Code Of Ethics

General Provisions. Dartmouth College actively endorses the following computing code, formulated by the Council on Computing.

Computer Use. The primary goal and objective of this Computing Code is to assure that every user of Dartmouth College Computing has two fundamental rights: privacy and a fair share of resources.

Resources. No one should deliberately attempt to degrade Dartmouth computer systems, networks, or personal computer performance, nor to deprive other users of the resources of or the authorized access to any College or individually owned computer.

Loopholes in the Dartmouth computer system and network or knowledge of a special password should not be used to damage computer systems or networks, to obtain unauthorized resources, or take resources from other users.

The unauthorized duplication or use of any software which is licensed or protected by copyright is theft.

There shall be no unauthorized use of College-owned computing resources for commercial purposes.

When necessary for the maintenance of a system or network, Computing Services personnel may restrict the availability of shared resources.

Privacy. Each user number, log-in name, or other user ID and associated password belongs to an individual, department, or school. No one else should use a user number without explicit permission from the owner. All use should be in accordance with College policy on computer use as set forth in this document. Owners accept the burden for the responsible use and dissemination of their user number and passwords.

Programs and files belong to the owner of the user number or directory containing the programs and files. They are presumed to be private and confidential unless the owner has explicitly made them available to the public. When necessary for the maintenance of a system or network, Computing Services personnel may access others' files.

Local area networks, and local resources including file servers, printers and similar devices, shall be subject to the same rights to privacy and confidentiality afforded centralized computer systems.

Some programs gather information about the users who run them. If such information could be used to identify the user and the user's use of the program, the user should be warned and given a chance to leave the program before data collection begins.

Programs and files which belong to the owner of a personal computer enjoy the same rights of privacy afforded to programs and files resident on the Dartmouth Network computers. They are presumed to be private and confidential.

Hopkins Center

The Hopkins Center is the cultural and entertainment center for the Dartmouth community. It includes two theaters and a large auditorium for a total seating capacity of well over 1,000. The Hopkins Center includes eight of the 13 galleries on campus. Six music practice rooms, each equipped with an upright piano, may be signed out at the Music Department office. The Music Department also operates nine listening rooms in conjunction with the Paddock Music Library, a branch of the Baker Library system.

If you want to participate musically, the Hopkins Center sponsors a symphony orchestra and the Handel Society Chorus. If you have the ability, these groups would love to have you.

The Dartmouth Players, a drama group consisting almost exclusively of Dartmouth students, stages seven major productions a year. Most of these productions are extremely well done, and there is usually a big demand for tickets. Ushers are allowed to bring a friend to view the performance free of charge; applications for ushering are taken at the Box Office at the beginning of each term.

"Top of the Hop" is a student lounge for relaxation, studying, and impromptu concerts. In addition, there are four sound-proofed listening rooms and a varied collection of light classical and popular LPs. The key is available at the Hopkins Center Box Office.

GENERAL INFORMATION

Child Accommodation Policy

The Graduate Studies Office child accommodation policy is designed to assist a graduate student, who is the primary child-care provider, immediately following the birth or adoption of a child. The policy does not intend to replace communication between the student and his or her advisors, but rather serves to establish a uniform and supportive guideline for graduate students.

Under the child accommodation policy, a full-time stipend-supported graduate student is eligible for up to twelve weeks of accommodation from his or her graduate program. Under most circumstances, the Graduate Studies Office will provide up to six weeks of support and the student's department will provide up to six weeks of support during this period. If a student is supported by a funding mechanism that is incompatible with this accommodation policy, or if a student's program is unable to provide matching support, the Graduate Studies Office will provide up to twelve weeks of support. In the event that both parents are full-time graduate students, the benefit by this policy can be shared between the parents as they choose, but the total amount of accommodation provided will not exceed twelve weeks.

During this period of accommodation, the graduate student will continue to be enrolled and will receive their full level of stipend support and health benefits. In addition, an automatic one-term extension will be granted to complete their degree. The Graduate Studies Office requires the graduate student to discuss his or her plans for accommodation with the Graduate Studies Office and his or her advisors as soon as possible, but, in any case, in advance of the leave in order to allow adequate planning.

For graduate students who are not full-time, and stipend supported, they may request a child accommodation period, without tuition or stipend support, through their programs.

Banking And Shopping

There are five banks in Hanover. They are Citizens Bank, Bank of America, Mascoma Bank, Lake Sunapee Bank and Ledyard National Bank all on Main Street.

Some stores will accept out of town checks for the amount of purchase with a Dartmouth ID, but it is advised that every student open a local bank account.

PLEASE NOTE: The Payroll Office will deposit your stipend check directly to your checking account (at most area banks) if you personally request them to do so.

Downtown Hanover extends south of the campus for two blocks and consists of a variety of specialty shops (often in the price range of the alum and not the student, unfortunately). Nonetheless, the quality is almost invariably high and the merchants amiable. There are numerous sporting goods stores and clothing shops, along with restaurants, drugstores, banks, and a bookstore. Those with cars will want to investigate the much larger and less expensive department stores and shopping centers in Lebanon and West Lebanon. Also, there are assorted secondhand shops which carry old furniture, housewares, and generally desirable stuff. Watch the bulletin boards in Hopkins Center near the mailboxes for notices about furniture, musical instruments, skis, etc. for sale.

Committees

Graduate Student Council (GSC)

The Graduate Student Council consists of one member elected for a one-year period from each of the departments and programs offering a graduate degree, and from each of the three professional schools. Elections will normally take place during the spring term. Officers are elected during the last GSC meeting of the spring term and take office immediately (nominations are open to all graduate students). New representatives will begin serving at the start of the fall term unless a representative is unable to finish their term, in which case a new representative will be elected or appointed as soon as possible. The Council meets at least once a term and usually meets monthly. The major functions of the Student Council are: a) to serve as a forum for the discussion of matters pertaining to the welfare of graduate students at Dartmouth, b) to serve as a liaison between the graduate student body and the College, c) to contribute to the recognition and integration of graduate students at the College, d) to elect graduate students to serve on College committees for which graduate representation is necessary and e) to elect and foster unity among graduate students at Dartmouth by sponsoring social activities and other events. The GSC web address is <http://www.dartmouth.edu/~gsc/>. The web address for student activities is <http://www.dartmouth.edu/artsci/gradstdy/fun.shtml>.

Council on Graduate Studies (CGS)

Each fall the members of the Graduate Student Council elect two of their members to represent the graduate students on the Council of Graduate Studies. The primary functions of the Council are: 1) to recommend to the faculties and the Trustees principles and policies governing all aspects of graduate education; 2) to review proposals for new graduate degree programs; 3) to certify that candidates have met all requirements for the granting of graduate degrees. The Council generally meets once a month.

Publications

The Dartmouth, the oldest college newspaper in America, serves the community as the weekday morning newspaper. A weekly newspaper *VOX* will be sent to you at your Hinman Box. Be on the lookout for it because it contains a calendar of events and special notices of dramatic and musical performances and lectures. It will keep you informed of the many activities that are going on around campus. Graduate students are invited to join College activities, such as the Dartmouth Symphony Orchestra, the Handel Society Chorus, the Dartmouth Players, *etc.*

ID Cards

All graduate students will be issued ID cards. The ID cards are done in the Dartmouth Card Office, Thayer Dining Hall. The ID card serves as your official identification on campus, allowing you access to the stacks in the libraries, reduced rates for Hopkins Center events, and allows you to charge at certain places on the campus.

Mail

All students are assigned a box for receiving mail in their department. U.S. mail is picked up and delivered once a day - late morning usually. Inter-campus mail is picked up and delivered once each day. Your inter-campus mail box number is the same as your department.

The Hanover Post Office (643-4544) is at the corner of South Main Street and Lebanon Street. The front window is open from 8:30 a.m. - 5:00 p.m. Monday-Friday, and from 8:30 a.m. - noon on Saturday. The lobby is open from 7:00 a.m. - 6:00 p.m. daily.

Telephones

Messages for graduate students will be taken in the Department office by the Department secretary. You should, however, note the number of the phone nearest your office (a student lounge, lab or hallway phone).

For students in College housing, telephone service is active in each dormitory room/suite at no cost to the student. Local off-campus and long-distance service is available. Students are required to furnish their own telephone instrument. Should you have any questions regarding this service, please call the Office of Telephone Services at 603-646-2300.

Movies

First-run movies come to the Nugget Theater in Hanover and to the Cinemas in Lebanon. The Dartmouth Film Society provides films twice a week on a term pass. If you're into new and old films, check it out. For information on all of the above, go to the Box Office in the Hop. They provide monthly schedules for the Hop performances and weekly calendars for all events at the College from engineering lectures to athletic events. They can also provide ticket information, and it is generally the best place to find out what's happening in and around Hanover. Also, be on the lookout for town plays, contradances, square dances, fiddle contests, church suppers, concerts, etc., in the surrounding communities. The best places to find out about non-College activities are in the Valley News, the local newspaper, the bulletin board by Dan and Whit's in Norwich, and the Hopkins Center bulletin board.

Garages and Service Stations

Having your car serviced and/or repaired can be an expensive endeavor, especially when one is unsure of the quality of garages in a new area. The following is a list of the garages in the Hanover/Lebanon area which we hope will be helpful when the need for car servicing arises.

Hanover Co-op Service Center, Hanover, next to the Co-op food store. Very reliable. 643-6650.

Wilson Tire, Located on Rt. 120 about 2 miles south of Hanover. The best place in the area to buy tires, mufflers, and most other auto supplies. (Best for tubes for summer tubing, too). Tune-ups are also available. Service is excellent and prices are reasonable. Appointments are advised, but not necessary. 448-4541.

Kidder's Auto Body Shop, Located in West Lebanon (on Glen Road, just north of the Plaza area). The best shop in the area for auto body work. This is an extremely busy shop, and a slight delay should be expected. However, the final product will indeed be worth the extra effort. 298-8240.

Voter and State Residence Information

Any student age 18 or over may register to vote as a Hanover, New Hampshire, resident; there is no minimum residency requirement. Students who do register to vote in Hanover will be put on the town residence rolls.

Students wishing to register in Hanover should go to the Town Offices on South Main Street. In order to register, students must have proof of where they were born, such as a copy of their birth certificate or draft card. Should a student not be able to produce such proof, a letter from the Office of the Dean of Graduate Studies will suffice since a student's history is recorded there.

Students wishing to register to vote in Hanover should be aware that, by doing so, they could lose any state grants received from their home state. Also because voter registration can affect the status of one's legal residence and because state residence has become increasingly relevant to one's chances for admission to most medical schools and to many law schools, students should proceed with an eye to these considerations.

RULES AND REGULATIONS

Alcohol and Other Drugs

Student Alcohol Policy

Preamble. The primary concern of the alcohol policy is the health and safety of members of the College community. As part of Dartmouth's overall alcohol education efforts, the alcohol policy aims to deepen student awareness of the problems that the abuse of alcohol can create, and to involve the College and members of the College community in helping to alleviate these problems whenever possible. The College's primary goals in this area remain educational ones: to develop alcohol guidelines that are clear, readily understood, consistent, and equally applicable to all students; to create a non-coercive social environment for those who choose not to drink; to promote moderation, safety, and individual accountability for those who choose to drink; and to maintain a community where the effects of alcohol abuse and the problems of behavior associated with it are openly discussed. Therefore, all members of the community need to be mindful of their responsibility to lend assistance to others in need of help because of a problem relating to alcohol. Also, the Board of Trustees has affirmed its commitment to eliminate the abuse and unsafe use of alcohol at Dartmouth and continues to endorse the focus on alcohol education and counseling in order to provide a safe environment for those who choose to drink alcohol.

All students should be aware of the College's student policy on alcoholic beverages and of the liquor laws of the State of New Hampshire. Violation of these regulations or laws usually result in disciplinary action as described elsewhere (See Standard of Conduct IV, Alcohol and Other Drug Program, and Alcohol Laws of the State of New Hampshire).

The specific policies that follow apply to all Dartmouth students on or off campus. They also apply in connection with student programs, events, and activities of the College and its recognized student organizations. If an individual College department or office, in order to ensure consistency with its mission and objectives, develops more restrictive policies regarding the possession, use or distribution of alcohol, then the department or office will notify those affected and the more restrictive policy will apply.

I. Possession, consumption or distribution of alcoholic beverages to individuals under the legal drinking age is a violation of both College policy and of New Hampshire law. In the State of New Hampshire, the legal drinking age is 21. Purchasing alcohol for an individual under 21, either by someone over 21 or by someone under 21 through the use of false identification, is prohibited.

II. Public intoxication is prohibited.

Notes:

- Serious or repeated violations of this regulation will also result in a referral to the College Health Service.
- The health and safety of members of the Dartmouth community are the primary concerns of the College. The Department of Safety and Security will assist those individuals who abuse alcohol by facilitating transport to emergency facilities at the hospital or to the College Health Service or by taking other protective measures. Students are expected to inform Safety and Security when assistance is needed.
- Also see Alcohol Policy XI "Good Samaritan Policy."

III. Providing an alcoholic beverage to an obviously intoxicated person is prohibited.

IV. Students of legal drinking age may drink in their rooms, may drink in the common spaces of residential facilities (unless alcohol is present and there are 10 or more students, in which case a social event needs to be registered), and may drink in Coed, Fraternity, and Sorority (CFS), senior and undergraduate society physical plants (although social events there with alcohol must be registered. See Section IX for information about

registration of social events with alcohol. Students of legal age may also drink at registered social events in other designated social spaces, see Section IX for a list of locations at which social events may be registered).

The possession of open containers of alcoholic beverages, and/or the consumption of alcoholic beverages, is specifically prohibited: in and around academic, administrative, and athletic buildings; on the Green; on the streets and sidewalks of the campus; in the cemetery or the Bema; at intercollegiate, club or intramural athletic events, wherever they are held, whether on or off the Dartmouth campus; and in the vicinity of the Connecticut River in conjunction with water-related activities. The possession of open containers of alcoholic beverages, and/or the consumption of alcoholic beverages is also prohibited, except during registered social events when specific permission is granted, outside of, or on the grounds of, residence halls, CFS facilities, undergraduate and senior societies, academic affinities, special interest houses, or other student organizational facilities, and in any other specified areas.

Special exceptions can be made by the Office of Student Life or by the Deans of the graduate and professional schools for: the Bema; in and around academic, administrative and athletic buildings; on sidewalks and streets of the campus; and in the immediate vicinity of a College-registered event. Requests for exceptions regarding facilities managed by the Dean of the College division should be addressed to the Office of Student Life.

V. The College prohibits the possession of paraphernalia designed or used to deliver a high volume of alcohol or rapid alcohol intake.

VI. Common sources of alcohol (kegs, half-kegs, quarter-kegs, beer balls or punches) are not permitted in College residence halls or on the premises of any College-recognized organizations, without approval from the Office of Student Life.

Special exceptions to this provision may be granted by the Office of Student Life to undergraduate organizations or activities, and by the Deans of the graduate and professional schools to graduate organizations and activities.

VII. Commercial delivery of alcohol to individual students or student groups at Dartmouth is prohibited. This includes, but is not limited to, the commercial delivery of alcohol to College residence halls or to any College recognized organization, except for social events that have been properly registered with specific permission for the delivery of alcohol.

VIII. No College funds designated for student programming and activities, nor COSO, CFS, Undergraduate Society, or other funds designated for College-recognized student organizations, may be used for the specific purchase of alcohol. Such funds may be used for training or employment of servers (See section XI) or for the purchase of food and non-alcoholic beverages. No alcoholic beverages may be purchased through the treasury of any College-recognized organization. This policy shall not apply to religious practices of those religious organizations recognized by the Tucker Foundation.

Special exceptions to this provision may be granted by the Office of Student Life to undergraduate organizations or activities, or by the Deans of the graduate and professional schools to graduate organizations or activities.

IX. Events at which alcohol may be present must conform to the Social Event Management Procedures, which may be obtained on line at: <http://www.dartmouth.edu/~sao/semp/>, the Office of Student Life, the Office of Residential Life, and the Department of Safety and Security.

Those procedures state that a social event involving alcohol must be registered unless: (1) the event is confined to the student's private room on campus and does not affect the immediate environs; or (2) the event occurs in a common area of a residential facility and the attendance is fewer than 10 people; or (3) the event occurs in a CFS, undergraduate or senior society physical plants or other designated social space (see list below) and does not exceed 80 people. Additionally, the Department of Safety and Security must be notified of social events with alcohol that are attended by between 40 and 80 people.

Currently designated social spaces for holding registered events where alcohol may be served are:

1. Collis Common Ground and other specified spaces in Collis

2. Residence Hall common spaces
3. Coed, fraternity, and sorority physical plants
4. Undergraduate and Senior Society physical plants
5. Tom Dent Cabin
6. Hanover Inn
7. Lone Pine Tavern
8. Top of the Hop
9. Other designated public social spaces

All individuals and organizations must register social events on-line at <http://www.dartmouth.edu/~sao/sempl/>.

X. At social events where alcohol is present, Dartmouth trained student or other servers or approved professional servers will be required. Health Resources facilitates a training program designed to teach problem-solving related to alcohol use and abuse, knowledge of the College alcohol policy and the alcohol laws of the State of New Hampshire, recognition of emergency situations and elementary emergency training, preparation and clean-up procedures related to serving, and additional information presented by the training staff. A list of approved trained servers is maintained by the Office of Student Life.

XI. Good Samaritan Policy. Student health and safety are primary concerns of the Dartmouth community. Students are expected to contact Safety and Security when they believe that assistance for an intoxicated/impaired student is needed. The Department of Safety and Security (DOSS) will assist intoxicated individuals by providing or facilitating transport to medical facilities at the College Health Service, Dartmouth-Hitchcock Medical Center, or by taking other protective measures. In case of medical emergency, students should call 911 for assistance by local police, fire safety or medical professionals.

Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to College disciplinary action with respect to the alcohol policy. (This policy does not preclude disciplinary action regarding other violations of College standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this College policy does not prevent action by local and state authorities.) Safety and Security will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students well-being. Other information may also be recorded to enable any other necessary follow-up.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up will normally result in disciplinary action and could also prompt the imposition of a medical withdrawal. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

Adjudication of Violations of the Student Alcohol Policy

The following list of alcohol policy violations and sanctions is illustrative and meant to inform students about individual disciplinary consequences of behaviors that come to the attention of the College. The imposition of disciplinary sanctions is viewed as a serious matter by the College. The circumstances of each incident will be investigated and reviewed. Sanctions are based on the specific circumstances of particular incidents.

<i>Violation</i>	<i>Conduct Record</i>	<i>Likely Sanction</i>
Underage Drinking/Possession	1st Offense	Warning
	2nd Offense	Reprimand
Intoxication	1st Offense	Mandatory Education Session, Reprimand, and \$50 Fine
	2nd Offense	Mandatory Assessment, College Discipline, and \$50 Fine
	3rd or Subsequent Offenses	Mandatory Assessment; Suspension or Separation
Common Sources (keg of beer, other large quantities)	1st Offense	Reprimand
Use of a false ID to purchase alcohol	1st Offense	Reprimand

Note: Where there is a repeated pattern of offenses, or a number of related violations during a single episode, a more serious sanction will be imposed.

Driving Under the Influence. Students who violate the New Hampshire state statutes by driving while impaired will be subject to disciplinary action by the College. The likely sanction for driving under the influence is suspension.

Definitions used in the Alcohol Policy

College-recognized organizations. College-recognized organizations include, but are not limited to the following: coed, fraternity, and sorority (CFS) organizations, senior societies, undergraduate societies, COSO recognized groups, athletic teams, residence hall councils, class councils, etc.

For the purposes of this policy, College-recognized organizations also include any group that has matriculated Dartmouth College students as a majority of its members and has official College status.

Public Intoxication. Intoxication is identified by generally reliable signs. These signs may include, but are not limited to, the strong odor of alcohol on an individual's breath, slurred speech, impaired coordination, glassy eyes, or exaggerated emotions and behaviors. Students may be considered to have violated the College policy prohibiting public intoxication if their level of impairment attracts the attention of College, town, or other officials and warrants medical care. With respect to this policy, "public" is understood to be any place to which members of the community have general access, including hallways, common spaces, and rest rooms of administrative and academic buildings, residence halls, and CFS organizations. It does not include students' individual rooms.

Designated social spaces. Designated social spaces in residential facilities (including CFS houses) are limited to lounges, television rooms, and multipurpose rooms. Hallways, stairways, bathrooms, roofs, decks, porches, fire escapes, study rooms, seminar rooms, computer rooms, and other undesignated areas are specifically excluded as designated social spaces, for fire and safety or community reasons. There are many non-residential designated social spaces on campus, and students can consult the Conference and Events Office or Student Activities Office for further information about the use of these spaces.

Alcohol Laws of the State of New Hampshire

The summary of state law below may not be complete, and some of the laws will undoubtedly change. If students have questions concerning applications of the law, they should consult legal counsel.

All students are reminded that under New Hampshire Law, it is illegal to:

1. Sell or give away any alcoholic beverage to a person under the age of 21 or to any intoxicated person regardless of age. NH Statute 179:5; misdemeanor: up to one year in jail and/or \$2,000 fine;
2. Sell, transfer, gift or deliver, leave, barter, or exchange with another any liquor or alcoholic beverage without a state issued permit. Charging admission at the door of an event at which alcohol is served may be considered by State officials to be a "sale" requiring a permit. NH Statute 178:1; Class B felony;
3. Allow your identification to be used or displayed by another person who is under 21 for purposes of obtaining alcoholic beverages. NH Statute 179:9; withdrawal of drivers license or issued ID card for 90 days;
4. If under 21:
 - a. To falsely represent your age for the purpose of obtaining liquor or other alcoholic beverage. NH Statute 179:9; misdemeanor; first offense, minimum fine \$500 second or subsequent offense, minimum fine of \$1,000;
 - b. Possess, use or display in any manner a false identification card, document, license, or any other document which misrepresents a person's age for the purpose of purchasing liquor, or alcoholic beverages NH Statute 179:9; misdemeanor; first offense, minimum fine of \$500, second or subsequent offense, minimum fine of \$1,000; withdrawal of drivers license or issued ID card for 90 days;
 - c. Possess any liquor or alcoholic beverage, or be intoxicated by consumption of an alcoholic beverage NH Statute 179:10; first offense, minimum fine of \$250; second offense, minimum fine of \$500; For purposes of this section, alcohol concentration of .02% or more is evidence of intoxication;
 - d. Operate a motor vehicle in which alcoholic beverages are found NH Statute 265:82; suspension of license or right to drive for three months;
 - e. Have a blood alcohol concentration of .02 or more and:
 - i. Operate a motor vehicle while under the influence of alcohol or any controlled drug or any combination of alcohol and controlled drugs NH Statute 265:82; minimum fine \$350 up to \$1,000 and suspension of license or right to drive for minimum of 90 days up to two years;
 - ii. Operate a motor vehicle, while under the influence and drive over 30 mph, or cause a vehicle collision resulting in serious injury to person or another, or attempt to elude police NH Statute 265:82; misdemeanor; and minimum fine \$500, and minimum license revocation 1 year to 2 years;
 - f. With a blood alcohol concentration of .08 or more
 - i. Operate a motor vehicle NH Statute 265:82; fine of up to \$1,000 and suspension of license or right to drive for up to two years;
 - ii. Operate vehicle and drive over 30 mph, or cause a vehicle collision resulting in serious injury to person or another, or attempt to elude police NH Statute 265:82; Class B felony; and minimum fine \$1000, and minimum license revocation 1 year up to 2 years;
5. Commit an overt act which allows drug use or underage drinking in a room to which a student is assigned or in a house or apartment which a student owns or occupies if five or more under age 21 people are present. (It is an affirmative defense to prosecution to take action to terminate the party once it is underway, to engage in conduct to prevent the party or to give timely notice of the party to law enforcement.) NH Statute 644:18; misdemeanor; up to one year in jail and/or \$2,000 fine.

Other Drugs

Student Drug Policy Preamble: Federal and state laws control the possession, use, and sale of drugs and include severe penalties for violations. Dartmouth College prohibits the illegal possession or transfer of any illicit drug so defined under state or federal law, and views the use, possession, or sale of any illicit drug as contradictory to the welfare of both the individual and the College community. The harmful effects of drug abuse on physical and mental health are well established, as are the costs of such actions both academically and legally.

It is critical that all members of the community understand and anticipate the College's response to individual cases of illegal use, possession, transfer, distribution, and trafficking in illicit drugs or the attempt, solicitation, or conspiracy to commit any such offenses. Action taken by the College in all cases of drug violations will be guided by a concern both for the welfare of the person involved and for the maintenance of a suitable educational environment for all members of the College community. The College is not a law enforcement agency and does not assess the penalties specified in state and federal laws. Adjudication of violations of the Student Drug Policy, however, may reflect current medical and legal standards related to different classes of illicit drugs. Additionally, the College will cooperate with local, state, and federal authorities. Security officers will confiscate observed drug paraphernalia or apparently illegal drugs. Confiscated drugs are turned over to law enforcement authorities, who may initiate an investigation. Drug offenses that involve immediate and substantial danger to the community will be reported to the appropriate authorities at once and may result in immediate temporary suspension or request for resignation from the college, at the discretion of the Dean of the College (See: Regulation II below).

A violation of federal, state, or local laws concerning drugs is a violation of College regulations and is subject to College disciplinary action up to and including separation (See: Standard of Conduct VI).

Students are accountable for their own decisions regarding the use of illicit drugs; they are also responsible for knowing and complying with applicable College regulations and state and federal laws related to illicit drugs.

College Policy for Students. These regulations apply to all Dartmouth students. They also apply in connection with student programs, events, and activities officially recognized by, and under the jurisdiction of, the College and its recognized student organizations, both on- and off-campus. Violation of these regulations may subject an individual or organization to disciplinary action.

I. No student shall possess, use, transfer, distribute or traffic in illicit drugs in violation of state or federal law or attempt, solicit or conspire to commit any such offenses. In addition, the College prohibits the possession or use of drug paraphernalia. Violation of this policy may subject an individual or recognized organization to disciplinary action (See: Standard of Conduct IV).

II. Use/Possession. The College relies on its counseling and medical services and disciplinary procedures to minimize the use of illicit drugs. Students are urged to seek help for themselves or on behalf of others in any matter of drug usage. Counseling is available from the staff of the College Health Service. The deans, College chaplains, or members of the faculty and administration may also be consulted when a student is in need of assistance (See: Alcohol and Other Drug Program).

If in the judgment of the Dean of the College, in consultation with the College Health Service, the welfare of a student or the community requires that the student receive help beyond the environment of the College, the student may be asked to withdraw until judged ready to return. A student who chooses not to withdraw may be suspended. These decisions of the Dean of the College will be reviewed by the Committee on Standards at the request of the student.

III. Distribution, Transfer, and Trafficking. Whenever, in the opinion of the Dean of the College, there is sufficient and credible information or other evidence from within the College or without that a student is or has been distributing, transferring or trafficking in illicit drugs or attempting, soliciting or conspiring to commit any of these offenses with others, or is or has been in possession of such amounts as to make this a reasonable supposition, the student will be asked to resign from the College. A student who chooses not to resign may be temporarily suspended by the Dean of the College until the Committee on Standards hears the

case for separation.

Sexual Abuse

COLLEGE POLICY. Students and student organizations are prohibited from engaging in sexual abuse of any kind. Sexual abuse includes, but is not limited to:

- conduct of a sexual nature which reasonably would be expected to have the effect of threatening or intimidating the person at whom such conduct is directed;
- intentional physical contact with an intimate part of the body of another person without that person's consent;
- sexual intercourse when such contact is achieved through physical force, coercion, or threat, or in situations in which the victim is unable to give consent because of physical or mental incapacitation by reason of drug or alcohol consumption, sleep, or unconsciousness.

Some examples of sexual abuse are:

- A man misinterprets signals from a woman who he thinks has been flirting with him and forces her to have sex with him.
- During the course of an evening, a couple is initially comfortable with sexual contact, but the woman changes her mind, and the man continues to force the woman to have sex.
- A student takes sexual advantage of another who is incapable, for one reason or another, of asserting unwillingness.
- A man forces an unwilling woman to have sex because the couple has had a previous sexual relationship.
- A woman says "no" quietly or timidly, yet the man continues to proceed with sexual advances.
- Any inappropriate or non-consensual contact such as pinching a person's buttocks.

NEW HAMPSHIRE LAW. Chapter 632-A of the New Hampshire Revised Statutes Annotated establishes three categories of sexual assault and related offenses. (Please keep in mind that the following is a partial review of the statutes covering sexual assault and related crimes in New Hampshire. It is intended only for purposes of information and guidance, does not cover all acts that may constitute criminal sexual behavior or all parts of the sex crime statutes, and should not be construed as legal advice.)

1. *Aggravated Felonious Sexual Assault* (Class A Felony—up to 20 years imprisonment). Includes "sexual penetration" of another (which includes a wide spectrum of acts of sexual penetration by anything, and includes oral, anal, and genital penetration, however slight; does not require emission) under circumstances involving force, threat (physical or otherwise, stated or implied), an incompetent or incapacitated victim, surprise, a victim under 13, or use of a "position of authority" to coerce a victim between the ages of 13 and 18.
2. *Felonious Sexual Assault* (Class B Felony—up to 7 years imprisonment). Includes "sexual contact" (intentional sexual touching, reasonably construed as being for purposes of arousal or gratification) where there is serious injury to the victim, under circumstances involving force, threat (physical or otherwise, stated or implied), an incompetent or incapacitated victim, surprise, a victim under 13; also includes sexual penetration of a victim between 13 and 16.

3. *Sexual Assault* (a misdemeanor—up to 1 year imprisonment). "Sexual contact" with a person over the age of 13 under circumstances involving force, threat (physical or otherwise, stated or implied), an incompetent or incapacitated victim, surprise.

If you or someone you know has experienced sexual abuse or intimate partner violence please contact any of the following resources for guidance and support.

*Sexual Abuse Awareness Program Coordinator (SAAP)-646-3456

This person is the main support for survivors of sexual abuse and intimate partner violence on campus. The SAAP Coordinator also advises student groups on violence prevention and coordinates outreach efforts.

*Center for Women and Gender (CWG)-646-3456

The CWG does a lot of programming around violence prevention as well and supports the SAAP program and survivors of abuse.

*WISE-448-5922

WISE is the local 24 hour crisis organization. WISE is a great off-campus resource that provides various forms of advocacy and support.

Cars And Other Motor Vehicles

General Information

Responsibility for the administration of the parking rules and regulations rests with Parking Operations. The Department of Safety and Security assists in enforcement of the regulations. Violation of these regulations may subject an individual to revocation of College driving privileges, fines, vehicle impoundment, or other disciplinary action.

Questions on registration and parking should be referred to Parking Operations, 646-2340 or their website, <http://www.dartmouth.edu/~fom/services/parking/info/index.html>

A motor vehicle parked, operated, or driven on the campus shall be solely the responsibility of the owner or operator. The College shall not be liable nor does it maintain insurance for any damage occasioned by or to any vehicle, its operator, its occupant(s), or any other person unless the damage has been the result of an agent of the College acting in the course of and within the scope of the agent's employment.

During emergencies and special situations, it may become necessary to temporarily suspend or otherwise modify the regulations. Temporary regulations and restrictions shall be enforced accordingly. The College reserves the right to make any changes in parking regulations at any time.

The Dartmouth Driving Code

All graduate students, owning or operating a motor vehicle at Dartmouth must register it annually with the College at the beginning of the academic year. Married students must register their cars, despite joint ownership or other technical arrangements. Parking regulations are in effect upon a car's arrival in Hanover. Students living in off-campus housing within the town limits of Hanover will be considered as residents for parking and not as commuters.

All motor vehicle registrations should be completed in the Parking Office located at 37 Dewey Field Road, Rm. 201. Motorcycles, motorbikes, and motor scooters must all be registered. Proof of ownership (state registration, etc.), a valid driver's license and College ID is required for registration. There is a \$50.00 fine per term for failure to register. Permits are renewable July 1 - June 30. There is a fee for parking and is prorated by the term.

Commuting Students

All commuting students are required to register their vehicles. A commuting student is determined by the location living off campus. Contact the Parking Office to see if you fall into the commuting zones.

Parking Fees

- On campus and commuters: \$80 per year.
- Vehicles not parked on College property: No fee.

If the vehicle will be used for local or long distance College-sponsored trips (typically involving mileage reimbursement), the student must first attend the Driver Safety Training class and become a College Approved Driver through the Office of Business Affairs. Procedures for becoming a College Approved Driver can be located on Public under Campus Information, Administrative Information, Business Affairs.

Students may use their ID card to charge the fee to their student account.

Carpools. Carpools are encouraged in situations where it is possible for several commuting students to ride in a single car. Application for a multi-car permit should be made as a group, and only one fee need be paid, although as many cars in the group will be registered as desired. The group will be issued a single windshield card, which must be displayed whenever the car is parked on campus.

Parking. Student parking is prohibited in any space other than the student's assigned lot, with the following exception: Student parking in faculty and employee lots is permitted from 5:00 p.m. to 2:00 a.m.

Except for the above listed times, students are prohibited from parking in the faculty and employee areas at any time during the year. This prohibition includes vacations and the days at beginning and end of terms. The visitors' spaces on the campus are reserved for persons conducting business with Dartmouth College and are not authorized spaces for students or student guests.

Student guests will be allowed to park in student lots for periods of two days or less but must first inform the Parking Office.

Violations and Parking Fines

Because having an automobile on campus is a privilege, failure to observe the Dartmouth Driving Code may lead to temporary or permanent revocation of that privilege, the imposition of fines, and/or further disciplinary action.

See the Parking Operations website for a full description of violations and fines.
<http://www.dartmouth.edu/~fom/services/parking/enforcement/index.html>

State Registration. The New Hampshire Director of Motor Vehicles recommends that students register their vehicles in their home states. Students who reside in other states but register their cars in New Hampshire may find that they are legally registered only in New Hampshire.

Firearms

College Policy. No student may possess or use a firearm in Hanover or its environs without a permit issued by the College Proctor. Such permits, except under extraordinary circumstances, will not be issued for privately-owned handguns.

Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns, and all ammunition or hand-loading equipment and supplies for the same, are not allowed in any student residence or in any College building in Hanover, except as permitted at the rifle range in the basement of the gymnasium or in the gun room at the Department of Safety and Security, where students must store their weapons.

Irresponsible use or handling of firearms is prohibited and may be grounds for revocation of the gun permit as well as disciplinary action.

Students are prohibited from possessing any slingshot, catapult, or any device to hurl a missile. Possession of such a device will result in an automatic fine of \$50, and further disciplinary action may result.

College Rules Governing Possession. There are a number of specific rules governing the use and possession of firearms at the College. A permit to possess firearms shall be issued by the Department of Safety and Security only after the applicant has taken and passed the standard N.R.A. Hunter Safety Course and further demonstrates the student's understanding of local and state laws governing the use of firearms as well as comprehension of the potentialities of the weapon the student intends to use. Students should note that firearms include war trophies and antique arms. The standard Hunter Safety Course will be given at the start of each term to accommodate student demand and will be conducted by the Education Officer of the Dartmouth Outing Club. Incoming students who have previously passed an N.R.A. Hunter Safety Course from any state need not repeat the course but must submit a copy of the N.R.A. Hunter Safety certificate to obtain a College firearm permit.

No permits will be issued for the possession of rifles or shotguns that cannot be legally used in the State of New Hampshire. It is the responsibility of applicants to determine whether their guns comply with New Hampshire law before the students present themselves for examination.

Permits are issued for one school year and can be renewed upon request and without further examination. When permits are granted, the make, model, serial number, and caliber of the weapon concerned are recorded on the permit and filed in the Department of Safety and Security.

Registered firearms are available for withdrawal and storage 24 hours a day through the Department of Safety and Security, but only the authorized permit holder is permitted to pick up and deposit the firearm. During normal working hours, students have access to their firearms for maintenance, for which the College supplies a limited amount of cleaning equipment.

State And Local Ordinances. State and local ordinances regarding firearms govern Dartmouth students as well. The usual interpretation of the intent of state and local ordinances is as follows:

- No type of firearm may be fired within the limits of the Town of Hanover without permission of the Chief of Police.
- Rifles and shotguns, unloaded, may be carried in hand or in a vehicle.
- A person carrying a firearm of any kind "in woodland" is violating hunting laws unless licensed by the Fish and Game Commission. Pasture land and open country off the highways as well as wooded areas are included in this definition.
- The use of certain types of guns and ammunition is prohibited. Specific information may be obtained from the local Chief of Police and Game Wardens.

Fund Raising By Student Organizations

Students and student organizations are responsible for knowing and complying with all the regulations established by the College with regard to fundraising activities. A copy of these regulations is available at the Student Activities Office.

Sponsored Visits Of / By Political Candidates

For legal reasons, Dartmouth as an institution cannot support individual candidates for political office or political parties. Consequently, visits by political candidates at the invitation of College departments, programs, or recognized organizations are subject to rules established to ensure that such sponsored visits are consistent with applicable legal restrictions and the College's academic mission.

College departments, programs, and recognized organizations wishing to sponsor appearances by political candidates are obligated to follow these rules. The failure of an organization to abide by such rules will jeopardize the organization's privilege to sponsor future such appearances and possibly its own good standing. Political candidates who do not wish to appear in accordance with these guidelines may, like other outside groups, rent certain College facilities in accordance with established rules and charges.

The following rules apply to appearances by political candidates at Dartmouth College when sponsored by a department, program, or recognized organization. Sponsors are expected to provide these rules to candidates and their campaign organizations.

1. The purpose of any appearance by a candidate on campus should be to bring together the candidate and Dartmouth students, faculty, administrators, and other employees. It is not necessary to exclude from such meetings other people from the local area unless their attendance would substantially change the character of the event and deny members of the community an opportunity to hear and question the candidate. However, departments, programs, and recognized organizations may not sponsor or promote public campaign appearances on the Dartmouth campus by candidates for political office.
2. Publicity should be limited to the Dartmouth community and should emphasize that the appearance is for the benefit of Dartmouth students, faculty, administrators, and other employees. Posters may appear only on campus. The only media publicity should be nonpaid announcements made only in the *Daily Dartmouth*, the *VOX*, and over the Dartmouth

Broadcasting stations. Neither sponsors nor campaign organizations may advertise such appearances in non-Dartmouth media. Members of the media present at an appearance are free to ask questions along with other members of the audience, and press conferences organized in conjunction with the appearance are permissible.

3. The arrangements for the meeting and the control of the format shall be under the complete control of the department or the officers of the sponsoring College organizations. At no time should any aspect of the meeting or its format be dictated by, or put under the control of, the candidate, his or her representatives, or any outside organization.
4. Ample opportunity must be provided for Dartmouth students, faculty, administrators, and other employees in the audience to question the candidate. Such question-and-answer periods must be at least 50% as long as the candidate's speech and in no event less than twenty minutes in length.
5. No fund-raising for the candidate may take place in connection with the speaking event.
6. No College funds (including funds raised by an organization) should go to the candidate personally or to support his or her campaign. College funds may be expended for items such as posters which may be reasonably required and are traditionally used on campus to bring campus events to the attention of the College community. Limited refreshments (such as coffee, cider, cookies, etc.) may be provided at the event for consumption by the Dartmouth students and others during any informal portion of the program which may follow the speaking and question-and-answer time. Any announcement of the availability of refreshments at the meeting should make clear that such are being provided by the sponsoring organization and not by the candidate.
7. Selection and utilization of a room for such meeting shall be governed by existing College rules and procedures. For information concerning scheduling or to reserve College facilities, contact the Conference and Events Office (646-2923).
8. Any College department, program, or recognized organization sponsoring an appearance by a political candidate is responsible for ensuring that the candidate and his or her organization are furnished with a copy of these rules and that they abide by them. If a candidate or campaign organization is unwilling to abide by these rules, they should not be brought to the campus.
9. Because of specific government regulations concerning debates between candidates, arrangements and formats for any debates on campus will be subject to the approval of the Director of the Rockefeller Center, who will consult as appropriate with the Office of the College Counsel and other College officers.
10. No College department, program, or recognized organization may lend its or the College's name or support to any off-campus political campaign activity. This is not intended to prevent individual students, faculty members, or employees from engaging in political campaign activities off campus so long as the College's name is not used in connection with such support.

It should be emphasized that, while individuals at the College may support the candidacy of a speaker who is to appear on campus, the purpose of sessions arranged pursuant to this format is not to bring any institutional support behind a particular candidate but instead to bring to the Dartmouth community the valuable educational experience of hearing and questioning candidates for political office.

The College reserves the right to cancel any appearance by a political candidate if it is determined that such appearance is not to be held within the specific rules set forth above or is inconsistent with the above-mentioned purpose for such events.

Sponsorship Of Events By Departments and Recognized Organizations

NOTE: In furtherance of its educational purpose, the College is committed to the open expression on campus of the widest possible range of views. The policies regarding sponsorship of events and other activities on campus by College departments and affiliated organizations are designed to achieve this goal. They are not intended—and should not have the effect—of restricting departments and organizations from conducting activities that involve the expression and debate of any point of view, and no department or organization should be denied permission for an event because of the points of view to be expressed by the participants.

Conduct Of Sponsored Events

Any College department, program or recognized organization sponsoring an event or activity shall control, and be fully responsible for, all aspects of such event or activity, including compliance with rules and procedures regarding scheduling and use of facilities. All funding of costs associated with the event shall be paid through the College accounts of such department, program or organization.

Costs Of Sponsored Events

No College department, program or recognized organization shall schedule an event or activity unless available College funds to cover the anticipated costs have been identified. No contribution from an outside organization or individual to cover the cost of an event or activity may be applied for such purpose unless (i) the solicitation and acceptance of such a gift is approved in advance by the office of the Vice President of Development and Alumni Affairs, (ii) receipt of the gift has been processed by the College's Gift Reporting Office, and (iii) the expenditure for such purpose is approved by the responsible vice president or dean.

Co-Sponsorship Of Events

Departments, programs and recognized organizations of Dartmouth College may co-sponsor events, projects or other activities—whether on or off campus—with other departments, programs or recognized organizations of the College. No event may be co-sponsored with an outside organization or individual unless such co-sponsorship is approved in advance (see paragraph below), and College organizations and departments may not, in the absence of such approval, use their on-campus privileges for the purpose of enabling organizations or individuals to hold an event on campus or otherwise make use of the College's name, facilities or other resources (including phones and mail privileges). When a co-sponsored event occurs, one department, program or organization must be designated the primary sponsor, and all facilities, reservations, expenditures, and other arrangements must be made through such primary sponsor.

College Co-Sponsorship Or Other Affiliation With Outside Organizations

Since the College is a single legal entity, any co-sponsorship by any part of the College with an outside organization or individual results in affiliation with the College. For this reason, any proposed co-sponsorship or other joint activity with any outside organization or individual must be approved in advance by the Provost, a Vice President, the Dean or an Associate Dean of the Faculty of Arts and Sciences or one of the associated schools, the Dean or an Associate Dean of Students, the Dean of the Tucker Foundation, the Director of Athletics, or the Director of Outdoor Programs. Any request or inquiry by a department, program or recognized organization regarding affiliation should be directed in writing to the respective vice president, dean, or director.

Violation of this policy may subject an individual or recognized organization to disciplinary action.

Use Of College Facilities

The following regulations apply to the use of classrooms and other College facilities, including reservation procedures and conditions for rental by affiliated organizations, individuals, and unaffiliated organizations.

Use By Affiliated Organizations

CLASSROOMS. Dartmouth College classrooms, which are primarily used for academic purposes, are controlled by the Registrar during regular school hours. This covers the time period 8:00 a.m. to 6:00 p.m., Monday through Friday, during the academic terms.

In addition to being used for regularly scheduled academic activities, the classrooms, as well as other facilities, are available (through the Conference and Events Office) for use by conferences, continuing education, recognized student groups, departments and organizations of the College, during term breaks, after regular class hours, and when not used for classes during academic hours.

OTHER FACILITIES. There are some facilities which maintain more restrictive policies than the general College policy, as listed below:

Athletic Facilities. All athletic facilities are booked by the Athletic Department and are used primarily for athletic teams, intramurals, fitness classes, and related College activities. Some rooms/buildings may be booked as listed: The *Rowing Boathouse* may be used, when appropriate, for College business-related functions. Any other use is at the discretion of the Director of Athletics or the Associate Director of Facilities and Operations, in consultation with the crew coaches. *Tom Dent Cabin* may be reserved by either College or outside groups on a first come, first served basis. *Thompson Arena:* During the hockey season, the arena is controlled by the Athletic Department, scheduling first for College use, and second for outside groups. Between mid-March and October, priority is given to special College programs requiring large seating areas and spaces. *Smoyer Lounge* may be reserved through the Athletic Department by either College or outside groups. *Alumni Gym, Memorial Stadium, Leverone Field House, and Berry Sports Center:* During the off-season, these facilities may be booked by the Athletic Department for College functions or to outside groups, when appropriate. All such activities must be cleared with the Conference and Events Office to prevent conflicts.

Collis Center. Collis, as a student center, devotes priority use of its facility to recognized student groups. Other College groups and departments are accommodated as space permits. During academic terms, the Center is not available for use by outside groups.

Hopkins Center. Spaulding Auditorium, Moore Theater, and Warner Bentley Theater are devoted primarily to Hopkins Center programs and are seldom available for other uses. Any other such use must be for programs for which no admission is charged. The Faculty Lounge is for the Faculty and is open to any Faculty member at any time. It can be reserved through the Dean of Faculty Office, and its use must involve the sponsorship and presence of a faculty member.

Rockefeller Center. Since the primary role of Rockefeller Center is to serve as the major academic center for the Social Sciences, priority use of this facility is given to the Social Science Departments and academic programs affiliated with Rockefeller Center.

Rollins Chapel. The Chapel is used for religious services of all kinds. It is not available for events that are strictly social or conflict with or contradict the religious nature of the space. The number of concerts which can take place there has been strictly limited and must be approved well in advance by the Tucker Foundation.

Sanborn. The Wren Room is primarily devoted to English Department programs. Other College departments are accommodated as time permits.

Medical School. All Dartmouth Medical School facilities are booked by the Medical School Office of Student Affairs (650-1509) pursuant to the Medical School's facilities use policy.

Use Of College Facilities For Business Purposes

Students and student organizations are responsible for knowing and complying with all regulations established by the College with regard to student business ventures. A copy of these regulations is available at the Student Activities Office.

Violation of this policy may subject an individual or recognized organization to disciplinary action.

Use Of The College Green and Campus Grounds

The College Green and campus grounds are reserved primarily for informal use, including rallies and other assemblies, by students, faculty, staff, and guests of the College. Other events and activities will be limited to those staged primarily for the Dartmouth community and sponsored by College-recognized organizations and College departments.

All events and activities other than informal use may be permitted only upon application to, and approval of, the Conference and Events Office and, if necessary, the Town of Hanover. The Conference and Events Office will book approved events/activities on the College calendar, coordinate them with the Town of Hanover, and provide set-up assistance and guidance, if required.

The following rules will apply:

- (1) There shall be no permanent damage to turf, crosswalks, or trees, and no holes may be dug.

- (2) Permitted vehicle use will be limited to designated walks and drives only.
- (3) Stakes may not be driven into the ground without approval from Facilities Operations and Management (to avoid damaging underground utilities and sprinkler lines).
- (4) Temporary structures, including tents, will not be allowed on the Green. The Director of Facilities Operations and Management can grant exceptions to this policy under special circumstances and for prescribed periods of time. Temporary structures elsewhere require written approval of the Conference and Events Office. Such temporary structures, other than tents, must comply with the Town of Hanover zoning setback regulation.
- (5) Cost for setup and cleanup afterward shall be borne by the sponsoring organization or department.
- (6) Intramural activities and club sports may not use the Green or other lawn areas at any time. Recreation fields for these activities are located at the following fields: Chase, Sachem, and Garipay. These areas are booked through the Athletic Department.

Violation of this policy may subject an individual or recognized organization to disciplinary action.

Use Of College Vehicles By Students; Student Driver Policy

Students may be authorized to drive College cars for use in connection with College-sponsored activities and/or to drive privately-owned vehicles on College business. Such requests must be approved by the sponsoring department or office pursuant to rules and regulations outlined in the Student Driver Policy issued by the Office of Business Affairs and available at the Student Activities Office, the Athletic Department, the Outdoor Programs Office, and many other offices on campus. Prior to the use of a personal vehicle for College-sponsored activities or programs, the legal owner of the vehicle must file an Owner Approval Form authorizing the use of the vehicle for College-sponsored activities. Owner Approval Forms must be on file with the Office of Business Affairs. A list of approved drivers and approved vehicles is available in the Organization Folder on PUBLIC.

Before authorization can be given for an approved driver to drive a College-owned or rented van, each student must successfully complete the van testing program conducted by the Department of Safety and Security. Contact the department office (646-2234) to arrange for a test.

Violation of this policy may subject an individual or recognized organization to disciplinary action.

Use Of Dartmouth College Trade Names and Trademarks

The College is the owner of certain trade names and trademarks. Trade names owned by the College include, but are not limited to: “Dartmouth” and “Dartmouth College”; “Dartmouth Medical School”; “Thayer” and “Thayer School of Engineering”; and “Tuck” and “Amos Tuck School of Business Administration.”

The College actively attempts to protect its proprietary interests in its name and trademarks in areas in which Dartmouth is active. For instance, the College makes every effort to prevent other schools from using the Dartmouth name. In addition, Dartmouth has a licensing program which maintains quality control over the manufacture of merchandise with the College’s trade names and trademarks, while producing royalty revenue for the College.

The use of the Dartmouth name (or other trade names or trademarks of the College) is prohibited for the titles of publications, on manufactured articles (such as T-shirts or other articles of clothing), in the names of student organizations, or in any other way in an area in which the College is active, except by permission from the Legal Affairs office or, in the case of student organizations, the Council on Student Organizations. In addition, the use of the College's trade names and trademarks is prohibited on certain products (such as lighters, toiletries, or alcoholic beverages). Applications for any trade name or trademark use should be made to the appropriate office. Such application forms must be obtained from the Licensing Officer in the Legal Affairs Office. Questions as to whether a name, symbol or device constitutes a trade name or trademark owned by the College or whether a particular product may be licensed should be directed to the Legal Affairs Office at 646-1729.

Violation of this policy may subject an individual or organization to disciplinary action. In addition, any goods upon which the College's trade names or trademarks appear without authorization are subject to confiscation and may be destroyed.