

**MASTER OF ARTS IN LIBERAL STUDIES  
PROGRAM**

**STUDENT HANDBOOK**

**2007–2008**

This Student Handbook has been prepared by the M.A.L.S. Office to provide our students with useful and comprehensive information about the program, Dartmouth College, and the surrounding area.

**We ask that you read this thoroughly before you begin your studies at Dartmouth College as you will be held responsible for the material it contains.**

Chair  
Executive Director  
Administrator  
Administrative Assistant  
6092 Wentworth Hall Rm 116  
Hanover, NH 03755-3526  
Fax: (603) 646-3590  
E-Mail: [MALS.Program@Dartmouth.edu](mailto:MALS.Program@Dartmouth.edu)  
Website: [www.dartmouth.edu/~mals](http://www.dartmouth.edu/~mals)

Donald E. Pease  
Lauren E. Clarke  
Wole Ojurongbe  
Carole Webber  
(603) 646-3592

Office hours are 8 a.m.-4 p.m. closed 12-1 p.m. daily.

**TABLE OF CONTENTS**

**THE MASTER OF ARTS IN LIBERAL STUDIES PROGRAM**

M.A.L.S. Degree Requirements.....	4
M.A.L.S. Degree Structure.....	4
Transfer Credit Policy.....	5
Independent Study Guidelines.....	6
Thesis Guidelines.....	6
Registration .....	7
Course Selection on the Web.....	8
Academic Standing.....	9
Financial Affairs.....	11
Housing.....	11

**FACULTY AND PROGRAM ORGANIZATION**

The M.A.L.S. Faculty.....	11
The Role of the Advisor.....	12
Curriculum Committee.....	12

**M.A.L.S. ALUMNI**

M.A.L.S. Alumni.....	13
M.A.L.S. Alumni Grants.....	13

**PRINCIPLES OF THE DARTMOUTH COMMUNITY.....14****ACADEMIC AND CONDUCT REGULATIONS.....15 – 25****HEALTH SERVICES**

Dartmouth College Health Services - Dick's House.....	25
Counseling and Human Development.....	26
Contraceptive Counseling.....	26
Alcohol Counseling.....	26
Nutritionist.....	26

**DARTMOUTH-HITCHCOCK MEDICAL CENTER**

Ambulance.....	26
Poison Control Center.....	26
Emergency Services.....	26
Inpatient/Outpatient Services.....	26
Allergy Clinic.....	26
Psychiatric Emergency Services.....	26

**COLLEGE RESOURCES & SERVICES**

Libraries.....	26
Reserve Policy - Baker Library.....	27
Kiewit Computation Center.....	28
Graduate Career Office.....	28

**STUDENT SERVICES**

Billing.....	28
Textbooks.....	28

I.D. Cards.....	29
VOX of Dartmouth.....	29
Dining Arrangements.....	29
Student Workshops.....	29
Physical Education Classes.....	29
Department of Safety and Security.....	29
Notary Public.....	29
Clerical Services.....	29

## **GENERAL SERVICES**

Mail .....	30
Telephone.....	30
Obtaining a Private Phone.....	30
Auto Registration and Parking.....	30
Bicycle Registration.....	30
Hanover Parking Regulations.....	31
Banking.....	31
Transportation.....	31

## **EXTRACURRICULAR ACTIVITIES**

Alumni Gymnasium.....	31
Berry Center.....	32
Hopkins Center.....	33
Hood Museum of Art.....	33

## THE MASTER OF ARTS IN LIBERAL STUDIES PROGRAM

Dartmouth has offered the degree of Master of Arts in Liberal Studies for adults since 1970. This program is designed for individuals who want to engage in both directed and independent work on subjects that are not bound by the curricula of traditional disciplines. The program requires a commitment to the rigorous academic standards of Dartmouth College and encourages a unique community of highly motivated individuals whose interaction promotes a spirit of individual growth and exploration.

### DEGREE REQUIREMENTS

In order to receive a Master of Arts in Liberal Studies degree, students must complete the following:

A minimum of eight courses, including:

- ❖ At least four Liberal Studies graduate courses, including three interdisciplinary courses.
- ❖ Normally one but not more than two Independent Study courses
- ❖ Three other Liberal Studies or upper-level Dartmouth courses to complete the total of eight.
  
- ❖ Two Summer Symposia or one Symposium and one Approved Symposium Substitute
- ❖ Thesis

The benefits of an intellectually challenging graduate experience are obvious and M.A.L.S. students are encouraged to enroll in as many graduate courses as are compatible with the goals of their programs. The Liberal Studies graduate courses provide the essential foundation for the interdisciplinary degree and no other courses may be substituted for that requirement.

**Please note:** courses may be audited from within MALS or most departments of the College for no additional tuition charge, subject to the approval of the instructor and the MALS Program. Additional courses for credit may be elected with permission of the Curriculum Committee, but will not be covered by scholarship funding from MALS.

**Coursework must be initiated within the academic year of admission. All requirements must be fulfilled within a six year time period from the beginning of coursework.**

Students who are over the time limit or coming close to it will receive a letter of warning. On petition from the student, extensions may be granted by the Curriculum Committee for good reason. Unexcused failure to fulfill all requirements within six years places the student in “unsatisfactory standing.” A student in “unsatisfactory standing” who does not meet the Program’s requirements may be asked to withdraw or be suspended or have his/her degree status terminated. A student may withdraw from the Program at any time by submitting a letter of withdrawal to the Chair. Students who withdraw will be required to apply for readmission if they wish to complete their work in the Program at some later date. Students who have had their degree status terminated are not normally considered for readmission to the Program.

### M.A.L.S. DEGREE STRUCTURE

**COURSE OF STUDY** - All students are required to enroll in at least one M.A.L.S. course during their first term in the Program. Students are encouraged to choose more than the required four Liberal Studies courses. Students are permitted to elect undergraduate courses as part of their academic programs providing the following conditions are met: 1) The course is not an introductory or survey course; 2) the course is not repetitious of a course taken previously; 3) the course is not a beginning language or teacher training (methods) course; 4) the course is part of a coherent plan of study approved by the M.A.L.S. advisor. In electing an undergraduate course, students are required to meet the course instructor prior to or at the beginning of the term to get a Elective Course contract signed by the professor. The student should identify themselves as a M.A.L.S. student and request additional work that needs to be noted on the Elective Course Contract to have the course qualify for graduate credit. Students should also discuss their individual backgrounds and their goals for the course. It is the students’ responsibility to determine whether or not the course is appropriate to their backgrounds. Students ordinarily do not elect courses offered by the professional schools (Tuck, Thayer, D.M.S.) as part of their M.A.L.S. Program. In special circumstances students may seek approval from the Chair or Director to elect not more than one course from the professional schools if that course is essential to the student’s Plan of Study. Students are not permitted to enroll in courses to fulfill prerequisites or requirements outside the M.A.L.S. Program. All courses elected should be an integral part of a student’s Plan of Study.

**PLAN OF STUDY** - Through the plan of study, students clarify their academic goals in the M.A.L.S. program in conjunction with their advisor. The plan of study form must be completed and filed in the M.A.L.S. office prior to a student's registering for an Independent Study course. The signature of the M.A.L.S. advisor is required on the plan of study. The plan of study form, which should be requested from the M.A.L.S. Office, is to be submitted after completion of 2 courses, one of which must be a Liberal Studies course.

Beginning in the Fall of 2004, four concentrations were made available to students. Specific program requirements of the Creative Writing, Cognitive Sciences, Cultural Studies, and Globalization concentrations are available from the M.A.L.S. Office. In general, concentrators must complete three Liberal Studies interdisciplinary courses, at least one independent study, and three courses in the area of concentration. One elective course may be permitted with the concentration advisor's approval.

**THESIS PROPOSAL** - The Curriculum Committee recommends that students have a general idea of their theses after they have completed four courses. The thesis proposal must be submitted to the M.A.L.S. office with the signature of the three readers (for the Curriculum Committee) no later than October 15 before the expected June graduation. It is helpful if the principal reader provides a short statement detailing the merits of the proposal and indicating how closely he/she has been and will be involved in the thesis work. The principal reader must be a Dartmouth faculty member whose scholarly expertise is in the area of the thesis. This reader assumes primary responsibility for guiding the student and supervising the progress of the thesis. The second reader who also should have knowledge in the thesis area serves as an additional resource for the student. The third reader may or may not have familiarity with the thesis topic but functions along with the other readers to ensure that the thesis is of high academic quality. One reader must be a M.A.L.S. faculty member. (A current list of faculty members is available in the M.A.L.S. Office.) A complete draft of the thesis is due to all readers by March 15 of that year to allow time for possible revisions. An informal presentation must be arranged prior to graduation. The final thesis is due at the M.A.L.S. Office by May 15.

### **TRANSFER CREDIT POLICY**

Each petition for transfer credit will be judged on its own merits and in accordance with the following procedures:

1. The course to be transferred must be appropriate to the student's course of study, not available at Dartmouth, and not used to fulfill another degree requirement.
2. The course must be a graduate course, and is normally taken after the student has been enrolled in the M.A.L.S. Program. All courses submitted for transfer credit must be from an accredited liberal arts college or university, and must be at the graduate level. The course must be similar in length and intensity to Dartmouth courses (full semester or term courses). Workshops and courses that stress techniques or methods are not acceptable for transfer credit.
3. For courses taken after admission to the program, a student **must have prior approval** and should provide the Curriculum Committee with a catalogue description or graduate catalogue and course prospectus (including goals, readings, and assignments) so that a determination may be made before the course begins.
4. Once the course is complete, the student is responsible for submitting a transcript of successful completion ("B" or higher) to the M.A.L.S. office. In addition, the student may be asked to make all course work available to the Curriculum Committee before credit will be awarded.
5. Courses for transfer credit may not be used in lieu of any of the four required Liberal Studies courses or the Independent Study.
6. A transfer request for a course taken before the student has entered the M.A.L.S. Program must include the catalog, course description, course syllabus (with a description of readings and assignments), and written work, as well as the official course grade.
7. **All transfer requests should be presented to the Curriculum Committee (M.A.L.S. Office) by October 15, eight months before the anticipated June graduation.**
8. No more than two transfer courses will be counted towards the M.A.L.S. degree.
9. Students may apply for transfer credit only for courses taken within the past five years.

## INDEPENDENT STUDY GUIDELINES (M.A.L.S. 127)

M.A.L.S. students, as an integral part of their graduate work in the program, are expected to complete one Independent Study (IS) course. (Students may take two Independent Study courses but no more than two.) These courses are elected by students who are “in residence” (within commuting distance of the college) and are supervised by Dartmouth faculty. An IS course may be particularly helpful in identifying a thesis topic. (They are not, of course, substitutes for the thesis. Ordinarily work completed for an IS must be separate from work included in the thesis.) Independent Study courses are to be completed by the end of the regular 10 week term. Since the Independent Study course is treated in the same manner as any other M.A.L.S. course, tuition will be charged.

**PROCESS:** Students may apply for an IS after completing no fewer than two courses. Students should talk with their advisors, who can recommend faculty with expertise related to the particular IS. Students should design the IS in consultation with the supervising faculty.

IS forms, which are available in the M.A.L.S. office, are submitted to the M.A.L.S. Curriculum Committee at the appropriate dates for each term.

(see: **IMPORTANT INFORMATION** inside front cover )

**FORMAT:** The IS course is expected to be a high quality, graduate-level experience. It may be:

1. a subject studied independently because it is unavailable at Dartmouth or offered at an inconvenient time
2. a continuation of a course already taken
3. an independently designed research course
4. independent study or research preliminary to the thesis

**EXPECTATIONS:** The proposal is expected to include:

1. clearly stated goals written in language that can be understood by the non-specialist
2. specific readings and activities, including a schedule of meeting times with the supervising faculty member. Meetings should be scheduled weekly, or at the minimum, bi-weekly. It is helpful to include a syllabus or weekly calendar indicating topics to be covered during that time and specific reading/writing requirements.
3. designation of a final product to be evaluated in writing by the professor. It is expected that there will be a significant written component of approximately 30 pages in length.
4. the signatures of the faculty advisor and the M.A.L.S. advisor

Note: Some departments have Independent Study courses within their course offerings. M.A.L.S. students may not take these courses to be used to satisfy the IS requirement.

## THESIS GUIDELINES

The thesis should stand as the culmination of the student’s M.A.L.S. work, and it should demonstrate sustained intellectual effort consonant with the goals of the M.A.L.S. program. Work submitted for a grade in a previous course may not constitute a significant portion of the thesis. The Curriculum Committee should be consulted in cases where prior course work is to be included in the thesis.

## FORMAT

The thesis may take one of the following three forms:

1. Pure Research
2. Applied Research
3. Creative Work

A creative thesis requires a written component, and must be approved in advance by the creative writing advisor to ensure that the student has demonstrated adequate preparation for this format during the program.

## PROCESS

1. The student should have a general idea of his or her final thesis after having completed four courses.
2. The student forms a committee of three faculty to act as thesis readers. The principal reader must be a full-time Dartmouth faculty member whose scholarly expertise is in the area of the thesis. One of the three readers must be a M.A.L.S. faculty member.
3. The proposal, including a detailed description and bibliography, must be submitted to the readers for signatures by the time the student has completed six courses, and no later than October 15 before the expected June graduation. The student will then submit the proposal to the M.A.L.S. Curriculum Committee.
4. The thesis draft is due to all thesis readers by March 15, before the June graduation, to allow time for possible revision, and is due (in final form, complete with all signatures) in the M.A.L.S. office by May 15.
5. A presentation will be arranged during the Spring term prior to June graduation. It is the responsibility of the student to initiate the scheduling of the presentation on a date when his or her thesis readers may attend.
6. The Curriculum Committee will review any appeals.
7. Students electing to enroll formally in thesis research are expected to be “in residence” (within commuting distance of the college) during the term, meet regularly with the principal reader and make significant progress toward completing the thesis. The principal reader is responsible for determining the credit/no credit grade.

## REGISTRATION

Three steps must be completed to be a registered MALS student: the [Pre-enrollment Form](#) which should be returned to the M.A.L.S. Office by the date specified on the form, usually one month before the term starts; [Web Registration](#) to select classes on line; and [Check-in](#), to confirm your registration at the beginning of the term. If you are a new student you should stop by the M.A.L.S. office on the check-in day to check-in and register but you still need to fill out the Pre-enrollment form. Registration can be done from your home computer or any computer on campus if you are a returning student. The “Organization, Regulations, and Courses” (ORC) catalogue lists courses, course titles and CRN numbers for non-M.A.L.S. courses and M.A.L.S. course numbers and titles are listed on a sheet included with the Pre-enrollment Form as well as the M.A.L.S. website.

M.A.L.S. Program guidelines to keep in mind when registering:

1. A minimum of four Liberal Studies courses, including three interdisciplinary courses are required for the degree
2. New students are required to enroll in at least one Liberal Studies course during their first term.
3. Enrollment in 2 Symposia, 1 Symposium and the Research Methods course or 1 Symposium and 1 Symposium substitute is required for the degree. All new students must enroll in that year’s summer Symposium unless excused by the Chair.

Courses may be added or dropped at any time during the first 2 weeks of a term on Banner Student. Courses dropped after that will normally result in a grade of No Credit; exceptions due to unusual circumstances require the joint approval of the instructor, the student’s advisor and the Dean of Graduate Studies.

Thesis research requires a significant commitment of time and effort. Students who are working full time cannot register for Thesis Research. Students who are working part-time may register for one unit of M.A.L.S. 137, and students pursuing research full-time may enroll in 2 credits of M.A.L.S. 137. This course is graded on a credit/no-credit basis. Credit indicates

satisfactory progress on the thesis. Students taking this course must keep in contact with their principal thesis advisor, who will determine the credit/no-credit grade.

\*\* See full description of on-line check-in and registration processes at the end of this handbook.

### **\*\* INTERNATIONAL STUDENTS \*\***

International students should plan to arrive on campus the week before registration and should check in with the International Office at 44 North College Street (a small white house on the corner of Maynard St) prior to the M.A.L.S. registration. An international student orientation will be held at the beginning of each term.

In general, international students are expected to be enrolled full-time (in a minimum of two courses per term) throughout their program, in order to satisfy visa requirements. Students may be eligible to take a leave term mid-program, but should check with the International Office well in advance to confirm their eligibility.

**During terms in which they are enrolled, all international students must be in residence at the College. This includes terms in which they are completing Independent Study courses and thesis research.**

## **COURSE SELECTION ON THE WEB**

**Instructions for returning students: New students should come to the M.A.L.S. office to do the following:**

### **LOGIN**

- Point your web browser to [www.dartmouth.edu/bannerstudent](http://www.dartmouth.edu/bannerstudent)
- Click on the Login to Secured Area button
- Enter your name and Blitz password
- Click on Add/Drop for the appropriate term

## **COURSE SELECTION/REGISTRATION**

You should be in the ADD/DROP classes window.

- If you know the Course Request Number (CRN) of a course that you wish to add, enter it in the Add Class section and click the Submit Changes button. *NOTE:* In order for any changes to take effect, you must click on the Submit Changes button. CRNs are available on the web timetable.
- To search for a particular course to add, click on the Class Search button at the bottom of the window.
- On the Look Up Classes to Add window, you will be presented with Subject and Instructor.
- Select a Subject (MA in Liberal Studies). Click on the Find Classes button.
- Your search results will be presented to you.
- A course with a 'C' to the left of it is full (has reached its capacity). The Section and Cross List columns display the enrollment limit, number enrolled, and seats available in the Section or Cross List sections.
- To add a course, click on the box to the left of the course and then click the Register button at the bottom of the window or you can perform another search by clicking on the Class Search button.

### **ADD/DROP CLASSES WINDOW**

- If you pre-selected your courses, your courses will be displayed in the Current Schedule section.
- You are actually enrolled in any course in which the status is **\*\*Registered\*\*** or **\*\*Web Registered\*\***. As you make adjustments to your schedule, you will receive no other visual confirmation that you are enrolled in the course. If a course appears in the Current Schedule section with **\*\*Registered\*\*** or **\*\*Web Registered\*\***, you are in the course.

### **DROPPING**

- To drop a class, click on the pull-down menu in the Action column for the course you wish to drop and select Drop via Web.
- Click on the Submit Changes button at the bottom of the page. *NOTE:* In order for any changes to take effect, you must click on the Submit Changes button.
- The system will process your drop and will redisplay your courses on the Add/Drop Classes window.

## ADDING

- **Courses with multiple sections are not available** for registration via the web.
- **Courses requiring permission are not available** for registration via the web. This is all non-M.A.L.S. courses. Please see the section on Electives on page X of this book.
- If you know the Course Request Number (CRN) of a course that you wish to add, enter it in the Add Class section and click the Submit Changes button. *NOTE:* In order for any changes to take effect, you must click on the Submit Changes button. CRNs are available on the web timetable.
- To search for a particular course to add, click on the Class Search button at the bottom of the window.
- On the Look Up Classes to Add window, you will be presented with Subject and Instructor.
- Select a Subject (MA in Liberal Studies). Click on the Find Classes button.
- Your search results will be presented to you.
- A course with a 'C' to the left of it is full (has reached its capacity). The Section and Cross List columns display the enrollment limit, number enrolled, and seats available in the Section or Cross List sections.
- To add a course, click on the box to the left of the course and then click the Register button at the bottom of the window or you can perform another search by clicking on the Class Search button.

## REGISTRATION ERRORS

- After you attempt to add a course, if you were successful, the course will display as **\*\*Web Registered\*\*** in the Current Schedule section of the Add/Drop Classes window. If there were any problems processing your request, you will receive a Registration Error. The following are possible registration errors:
- Closed/Permission Needed – the course you have tried to add requires permission; you must submit a signed permission card to the Registrar's Office (permission cards are available in the Registrar's Office)
- Instructor Permission Needed – the course you have tried to add requires instructor permission; you must submit a signed permission card to the Registrar's Office (permission cards are available in the Registrar's Office)
- Multi-Section/See Registrar – the course you have tried to add has more than one section or more than one lab/discussion section and must be added at the Registrar's Office
- BP-System Error – please send a Blitz to Banner Student detailing exactly what you were attempting to do at the time of the error, include any CRNs that you were trying to add/drop
- CRN DOES NOT EXIST – you have entered an invalid CRN
- DUPLICATE CRN – you are already registered for this course
- FULL SECTION – the course you have tried to add is full and does not currently have seats available; you can try to add it again at a later time (note the difference between CLOSED SECTION and Closed/Permission Needed)
- LINK ERROR: XX REQUIRED – you have attempted to register for a course that requires an accompanying lab or discussion section; see Timetable for labs/discussions
- MAXIMUM HOUR EXCEEDED – you have attempted to register for too many classes, please see the Registrar.
- TIME CONFLICT WITH XXXXX – you have tried to add a course that conflicts with a course in which you are already registered (where XXXXX is the CRN)

## LOGOUT

When you have finished, be sure to click on the "exit" icon in the menu bar, close your Kerberos ticket, and exit your browser.

## ACADEMIC STANDING

The complete policy statement for Arts and Sciences graduate students concerning academic standing appears in the Graduate Student Handbook, pp. 2–3. (Copies of this Handbook are available in the Graduate Studies Office in Wentworth.) It is incorporated by reference here, and is controlling for M.A.L.S. students. What follows is a translation with supplemental information particular to the M.A.L.S. program.

The following grades will be used in courses acceptable for credit for the Master of Arts in Liberal Studies Degree:

<b>High Pass (HP)</b> <b>(A)</b>	indicating work of quality which is distinctly superior to that normally expected of a graduate student.
<b>Pass (P)</b> <b>(A-, B+, B)</b>	indicating work of good quality worthy of graduate credit.
<b>Low Pass (LP)</b> <b>(B-)</b>	indicating work which is acceptable for graduate credit, but in which the student exhibited one or more deficiencies. No more than two LP grades are acceptable for degree credit.
<b>Credit (CT)</b>	satisfactory work in thesis research or the symposium.
<b>No Credit</b> <b>(C+ or lower)</b>	indicating work which is not acceptable for graduate credit.

**All Financial Aid awards are contingent upon continued satisfactory performance and academic progress.**

When a student is unable to complete the work in a course on time, a designation of Incomplete (I) may be requested. The assignment of Incomplete may be made only by the Dean of Graduate Studies upon request of the student and the instructor. The proper form can be obtained from the M.A.L.S. office. Students who have approval for an Incomplete must normally finish the work by the first day of the following term, and the grade must be reported no later than the end of that term. Incompletes that have not been resolved by the agreed upon deadline will convert to NC. The option of "Incompletes" should be reserved for cases of unforeseen, serious circumstances that have prevented course completion rather than for cases of poor planning or additional revisions of final papers.

Instructors who have M.A.L.S. students in their undergraduate courses will be advised of the grading scale. Students should consult their professors early in the term to discuss ways in which course requirements and expectations might be enhanced in order that they will be at a graduate level. These specifications will be described in detail in the signed course contracts.

A student who has received more than one LP or one NC will be placed on probation and be so notified, and his or her progress will be reviewed by the Curriculum Committee. Satisfactory progress is defined as no additional LP or NC grades for the next two courses at minimum, though other conditions may be added.

The Curriculum Committee will review the progress of any student on probation. If the student makes satisfactory progress, the Committee will then inform the Dean of Graduate Studies, in writing, that the student has produced coursework 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," so notified, and either continued on probation or dismissed from candidacy, and the Dean of Graduate Studies will be notified by letter.

If the student returns to good standing, but later receives another LP or NC, the Curriculum Committee will again review the case, place the student on probation, or decide upon termination.

**A student in "unsatisfactory standing" is not eligible for federal loans or M.A.L.S. grants or loans.**

If a student has withdrawn in good academic standing, the student will be eligible for 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 insure that funds are available.

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

## FINANCIAL AFFAIRS

Financial aid awards are generally made at the time of admission for the entire academic year, whenever possible. Students who have not applied for aid at that time should complete the necessary applications as early as possible after admission, to ensure that they receive scholarship and loan funds for which they are eligible.

All U.S. citizens applying for federally subsidized loans and/or a M.A.L.S. scholarship must complete two forms:

- the Free Applications for Federal Student Aid, and
- the M.A.L.S. institutional financial aid application.

International students who are ineligible for federal loans must complete the M.A.L.S. institutional financial aid application. An international student must also submit bank statements, family savings, and personal financial documents if s/he would like to be considered for a M.A.L.S. scholarship. These documents will also be necessary for student visa applications, so it is advisable for non-U.S. citizens to begin collecting this information from relevant sources as early as possible.

*M.A.L.S. scholarships are awarded on the basis of both financial need and academic merit, and may be amended at the discretion of the M.A.L.S. administration if warranted by changes in the student's circumstances or performance. Scholarships are applied directly to the student's financial account at Dartmouth College toward the cost of tuition. Generally, these awards are only applied to the cost of the eight courses required to satisfy the degree requirement. Students may enroll in courses at outside institutions for transfer credit in compliance with the relevant M.A.L.S. transfer policies, as well as coursework beyond the required eight, but the M.A.L.S. scholarship funds may not be applied to cover these tuition costs.*

Please refer all questions regarding federally subsidized loans to the Dartmouth Financial Aid Office in McNutt Hall. Questions regarding the M.A.L.S. Scholarship can be addressed to the M.A.L.S. Executive Director in Wentworth.

### **All Financial Aid awards are contingent upon continued satisfactory performance and academic progress.**

Tuition for the 2007-08 academic year is:

1 course	\$4,662
2 courses	\$8,159
3 courses	\$11,655

There is no charge for the Symposium, Research Methods or thesis research. There is a \$45 Activity Fee for the the year if students are enrolled for at least one term. This fee will be included in the student's bill. All enrolled students are required to have health insurance. Students should contact the Health Service at Dick's House on Rope Ferry Road for information.

## HOUSING

Graduate housing on the Dartmouth campus is generally assigned early in the spring term for the following fall, continuing through the first year of study. Applications for graduate dormitory rooms should be submitted early, as demand for housing exceeds available units.

Applications for campus housing are available at: <http://www.dartmouth.edu/realestate/residential/> .

In the summer term, M.A.L.S. students who choose to live at Dartmouth will be housed together in a college dormitory if there is sufficient demand. This dormitory provides not only a meeting place for its residents but also a home base on campus for commuters as well. Each room is supplied with a bed, a desk, a desk chair and a lounge chair. To apply for summer-only housing, please contact the M.A.L.S. office directly.

Some students who move to Hanover for more than the summer locate their own housing, either through outside sources or from the private rentals listed by the Rental Housing Office at 14 S. Main St., Suite 2C, Hanover, NH 03755, (603) 646-2170. [www.dartmouthre.com/](http://www.dartmouthre.com/)

## THE M.A.L.S. FACULTY

The M.A.L.S. faculty are generally appointed on an annual basis, but may offer standing courses on a one-year or two-year cycle. They teach Liberal Studies courses, advise students, supervise their independent study projects and theses, and serve on program committees ( the Steering Committee, Curriculum Committee and Admissions Committee).

#### **M.A.L.S. Faculty for 2006 - 2007**

<u>Professor</u>	<u>Discipline</u>
George Demko	Geography
Ron Edsforth	History (Globalization Studies Advisor)
David Ehrlich	Film Studies
Harvey Frommer	Communications
Myrna Frommer	Media Studies
Quintus Jett	Thayer
Sergei Kan	Anthropology
Barbara Kreiger	Creative Writing (Concentration Advisor)
Sydney Lea	Creative Writing (Poetry)
Alan Lelchuk	Creative Writing (Fiction)
Patricia McKee	English
Klaus Milich	Cultural Studies
Hua-Yuan Mowry	Chinese
Alan Nadel	English
Misagh Parsa	Sociology
Donald Pease	Cultural Studies (Chair and Concentration Advisor)
William Phillips	Film Studies
Thomas Powers	Creative Writing (Non-fiction)
Regine Rosenthal	Cultural Studies
Diederik Vandewalle	Government
Michelle Warren	French/Italian
Christopher Wren	Journalism

#### **THE ROLE OF THE ADVISOR**

Upon admission, all M.A.L.S. students meet with the Executive Director for program advising. Students selecting a concentration will be assigned to the concentration advisor initially, but may still be required to meet academic criteria before they are formally allowed to pursue the track. When the student proposes the independent study, the faculty supervisor may serve as the primary academic advisor from that point until the thesis. Often independent study advisors are included in the thesis committee, but this is based upon project content and availability, and is not required. At the time thesis research begins, the student's first reader becomes and remains his or her de facto advisor until graduation.

It is the student's responsibility to arrange an individual conference with the advisor within the first two weeks of the term.

#### **CURRICULUM COMMITTEE**

The Curriculum Committee is a subcommittee of the faculty and is made up of the Executive Director, the Chair, and four M.A.L.S. faculty members. This committee advises the program on curriculum concerns. The committee meets regularly during the academic year to reviews student performance, takes disciplinary action, reviews requests for transfer credit, approves Thesis and Independent Study proposals, and advises on policy decisions.

#### **M.A.L.S. ALUMNI ASSOCIATION/M.A.L.S. COUNCIL**

Every effort is made by administration to maintain a relationship with M.A.L.S. alumni. To accomplish this objective, the M.A.L.S. Alumni Council was formed. The foremost responsibility of the Council is to serve alumni, referred to as the alumni "Association" through newsletters, student directories, educational seminars, and, as a pathway between alumni and administration. The annual Alumni Association Meeting, which all alumni are encouraged to attend, is held each summer. M.A.L.S. Alumni also receive mailings from the Dartmouth College Alumni organizations.

## ALUMNI COUNCIL GRANTS

The Arts & Sciences Alumni Council offers the opportunity to current students to receive grants in amounts up to \$1,000. Funds received from this grant are to be used toward the financial costs associated with thesis research, writing, and production.

M.A.L.S. students who have successfully completed four courses and have received approval for their theses from the Curriculum Committee are eligible to apply. It is the Council's intention to give aid to students who are working on creative and scholarly theses of academic value. Please note that proposals should be made in advance of the research, before costs are incurred.

To apply for an Alumni Grant, please submit an application form (available in the Graduate Studies Office or online at [http://www.dartmouth.edu/artsci/gradstudy/alumni\\_awards.shtml](http://www.dartmouth.edu/artsci/gradstudy/alumni_awards.shtml)), a detailed description of the thesis proposal and a recommendation from the faculty advisor. Applications must be received in the M.A.L.S. Office by May 15 for forwarding to the Council president. Notification to the student of their grant acceptance or declination will be returned as soon as possible following the next Council meeting.

## 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, as well as citations awarded. 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 and citations. 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 wants 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. 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 Registrar 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 entitled by law.

4. The College may disclose information to the parents(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 students; 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 Office of Graduate Studies.

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.

## **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.

### **THE ACADEMIC HONOR PRINCIPLE**

Fundamental to the principle of independent learning are the requirements of honesty and integrity in the performance of academic assignments, both in the classroom and outside. 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 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 so long as neither force nor the threat of force is used, and so 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. (For further information about equal opportunity, see page 32.)

**ACADEMIC AND CONDUCT REGULATIONS**  
**REGULATIONS, PROCEDURES, AND PENALTIES**  
***HONOR PRINCIPLE AND ACADEMIC CODE OF CONDUCT***

The Dean of Graduate Studies has established standards of behavior which form the Graduate Honor Principle and Conduct Code and are listed below. Questions concerning the Honor Principle and Conduct Code 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 Conduct Code jeopardizes his/her right to continue.

***Student Responsibilities***

Submission of an examination 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.

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.

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.

No student may infringe upon the right of others to have fair and equal access to school 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 College regulations.

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; acceptable procedures on group projects.

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 in camera with the student(s) in question.

***Administrative Responsibilities***

In the case of a suspected Honor Principle or conduct violation the Dean will consult with the parties concerned and determine what further action is appropriate. If there is reasonable indication of an Honors violation, the matter will be brought to Hearing with the Dean of Graduate Study. In the case of a conduct violation, the Dean may elect to resolve the matter without a hearing. If agreement is not reached by all parties, the Dean will schedule a hearing.

***HEARING PROCEDURES***

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 prepare the case after receiving the charge.
3. A student may choose to admit to the charges as stated. In such cases the Dean of Graduate Studies may elect to hold an abbreviated hearing for the purposes of determining the appropriate penalty.
4. A student may choose an advisor (other than the Dean) to assist in the defense against the charge. 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, or refuse to testify. Such refusal shall not be considered as evidence against the student.
6. The student shall have the right to hear and question all 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 a 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,) within a reasonable time (no more than 2 weeks 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 interest of the community would be served by such disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected.

***ARTS & SCIENCES GRADUATE STUDENT  
NON-DISCRIMINATION POLICY***

Dartmouth College is committed to a policy of non-discrimination 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 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 graduate student representatives and two members of the faculty or administration. At least one of the members 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 adviser. 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 Study.

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 three faculty members, plus a faculty chair. The chair 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, Faculty members on the Appeals Board will be selected by lot from members of the Council on Graduate Studies (excluding the Dean). The three student members 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 arrived at 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.

### ***CODE OF CONDUCT—NON-ACADEMIC 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 from time to time may take place, and such changes take effect upon appropriate notice to the Dartmouth community by the Dean of Students.

1. *Alcohol.* Violation of the Student Alcohol Policy, as set forth in the Graduate Student Handbook, 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, as set forth in the Graduate Student Handbook, 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 as set forth in the Graduate Student Handbook, 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.
  - 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, 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, as set forth in the Graduate Student Handbook, 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 of \$20. 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, as set forth in the Graduate Student Handbook, 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 Committee on Standards 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. *Non-registered 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 non-academic 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 of \$20 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 \$100 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, as set forth in the Graduate Student Handbook, 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.

## **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 case 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 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, 646-2014 (mailing address: 6173 Collis Center, Hanover, NH 03755-1422).

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.

### ***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 the Director of Equal Opportunity and Affirmative Action or 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 Department of Human Resources.

### ***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.

Membership on 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.

### ***SEXUAL ABUSE***

**COLLEGE POLICY.** 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.

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 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.

*SHARE* (Sexual Harassment and Rape Education) NETWORK. Because sexual abuse is a complex problem that requires responses from many areas of the College and significant participation by students, there is a wide range of opportunities for students to contribute to our sexual abuse prevention efforts. There are also many resources designed to help students in the event that they experience sexual abuse. The SHARE Network is the umbrella organization for the many programs, services, and organizations on campus that address the problem of sexual abuse. It is co-coordinated by the Director of the Women’s Resource Center and by a faculty member. Its components include academic assistance; faculty advisers for Committee on Standards sexual abuse cases; the Men’s Discussion Group; REACT; SASH; self-defense and rape prevention courses; Sexual Abuse Peer Advisors; and the Sexual Awareness and Abuse Program. For more information, call 646-3456. See also: Code of Conduct—Sexual Abuse, page 29, and Sexual Harassment, page 28.

## **HEALTH SERVICES**

**DARTMOUTH COLLEGE HEALTH SERVICES:** The College Health Service provides comprehensive ambulatory and infirmary care year round. The Health Service is located in Dick Hall’s House, better known as **DICK’S HOUSE**, located on Rope Ferry Road. Telephone: 650-1400.

All students who will complete the program in 8 or less consecutive terms are required to have health insurance coverage and are eligible for health care at Dick’s House. All students must either enroll in the Dartmouth Student Group Health Plan (DSGHP) or certify through a waiver application that they are covered by another health insurance plan. Insurance enrollment and waiver information will be sent by the Health Service. For further information, please call 650-1400. **Students who wish to purchase health care service through Dick’s House must do so within 5 days of registration.**

**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 psycho-therapy and group therapy. Appointments may be made in the office on the second floor at Dick’s House or by calling: 650-1442.

**CONTRACEPTIVE COUNSELING:** Dick’s House offers a number of gynecological services, including contraceptive counseling. Conception Control Clinics are held regularly.

**ALCOHOL COUNSELING** is available in Counseling and Human Development.

**NUTRITIONIST:** Available at Dick’s House.

## **MARY HITCHCOCK MEMORIAL HOSPITAL**

The Mary Hitchcock Hospital emergency room is open 24 hours a day.  
The following numbers are a partial listing for your immediate reference.

Information: 650-5000

Ambulance:	Hanover Norwich	911 911
Poison Control Center:		650-5000 (ask for Poison Control)
Emergency Services:		650-7000
Inpatient-Outpatient Services:		650-5000
Allergy Clinic:		650-5194
Psychiatric Associates:		650-5848

## **COLLEGE RESOURCES & SERVICES**

### **LIBRARIES**

Information about the various libraries of the College can be found in the pamphlet entitled *Guide to the Libraries* available at the circulation desk on the main floor of the Baker-Berry Library.

There are ten libraries on campus, each containing library materials in specific subject areas. They are Baker-Berry Library, Humanities and Social Sciences, Sherman Art Library, Feldberg Business Administration and Engineering Library, Dana Biomedical Library, Cook Mathematics Library, Paddock Music Library, Kresge Physical Sciences Library, Sanborn English Library, Matthews-Fuller Health Sciences Library and Rauner Special Collections Library.

### **BAKER-BERRY LIBRARY**

Hours:	Monday-Sunday - 8:00 a.m. to midnight.
Regulations:	Non transferable Student ID Cards must be used to charge out materials.
Renewals:	Renewals may be done in person, upon presentation of an ID Card, by phone, or by mail.
Lost or missing books:	Notify the desk immediately, in person or by phone (646-2567).
Photocopy Machines:	Photocopy machines are located in the west end of the Reserve corridor, the Serials Room, and on the fourth level of the stacks.
Cards:	The student ID card is required whenever books or other materials are borrowed from any part of the library system.

### **RESERVE SERVICES POLICY**

This department of the library houses and services books and other materials placed “on reserve” by instructors for assigned reading for their classes. Uncatalogued copies (class duplicates), as well as regular stack copies withdrawn from normal circulation, are used. The staff services the reserve collection and maintains files by author and course of all material on reserve.

Length of Loan:	Usually two or twenty-four hours.
Overnight Loan:	Mon.–Sun. after 10:00 p.m. until 8:00 a.m.the following day.
Overdue Fines:	During the term there is a \$1 per hour fine and during the reading and final examination period a \$5 per hour fine for overdue materials.
Restricted Books:	These books must be used in the Reserve Room and cannot be taken out overnight.

Because Reserve Books are in limited supply, all students must have equal access to them. Students who abuse library privileges will be referred to the Office of the Dean and may be subject to disciplinary action by the College Committee on Standing and Conduct. Aggravated cases may be treated as violations of the Honor Principle.

#### **PROCEDURES FOR CLEARING LIBRARY OBLIGATIONS**

In order to ensure that you receive a diploma after completing all academic requirements, please return all books to the library from which they were borrowed. Fines, lost book bills, and other obligations must also be settled. **If these obligations remain unsettled, you will receive a blank sheet of paper instead of a diploma at the Commencement exercise.** You will receive your real diploma when the matter is resolved.

#### **KIEWIT COMPUTATION CENTER**

Dartmouth College believes that familiarity with computers and computing is an essential part of a liberal arts education. The operating philosophy of the Kiewit Computation Center is based on the integration of computing into the life of the College, with open access and a generous allocation of computer resources and time to every student and to all members of the faculty and administration.

Help with computing can be obtained in a variety of ways. Computer Consulting Services is available for specific or general questions by calling 646-2999. At the Computer Resource Center, members of the Dartmouth community can make trial use of a variety of personal computers and accompanying equipment before making a purchase. The Computer Store sells personal computers to students at reduced rates, as well as computing manuals and supplies. Computing Services also offers a variety of “minicourses” based on user demand and instructor availability. For more information, call the Minicourse Registrar at 646-1212.

Dartmouth students and faculty do most of their word processing and computing on Macintosh computers. The College provides public clusters of Macintosh computers at Berry and Baker Libraries. Support is also available for the IBM-PC and other MS-DOS computers. In addition, Baker/Berry houses the more traditional time-sharing “central” computers. These machines provide the power required for large or intense computational needs; they serve as a base for various network services.

An innovative network links personal computers and central computers at Dartmouth. This network includes: the Library’s electronic database of its entire card catalog; the College’s electronic mail services, including the ability to send individual messages to any student or employee at Dartmouth College; and file servers, which allow students and professors to easily exchange course-related information. Dartmouth’s user-friendly electronic mail program for the Macintosh is available free of charge, making it easy and convenient to communicate with individuals at Dartmouth as well as at other institutions.

Every student is automatically given a user number for Dartmouth College Time Sharing (DCTS), one of Computing Services's central computers. It may be used at no charge for non-commercial activities. User numbers are the individual's College ID number (five digits and a letter); passwords are the first 8 digits of the social security #.

### GRADUATE CAREER OFFICE

The Graduate Career Office (GCO) provides Dartmouth Graduate Students and Alumni important resources and information for conducting a successful job search. The Graduate Career Office Director, Kerry Landers, is available for individual counseling appointments to discuss career options and job search strategies. In addition, the GCO offers a range of programs including workshops on Job Searching, Resume Writing, and Interviewing throughout the term.

The following is a sample list of resources to aid graduate students and alumni in their job search:

The Career Resource Library — The library is filled with materials on various careers, general life planning guides, job hunting information, and literature on more than 500 organizations.

Alumni Career Advisors — Alumni who are willing to provide information and advice on their careers.

Web Page — <http://www.dartmouth.edu/artsci/gradstdy/career.html>

The GCO web page includes career information, listing of helpful links, and job postings.

### STUDENT SERVICES

**BILLING:** Billing of student charges is processed twice each term by the Student Accounts Office, Room 107, McNutt Hall. (646-2438) Hours are 9 am to noon, and 1 pm to 4 pm, Monday through Friday. The current status of your account may be checked during these hours. The Cashier's Office (646-3014), Room 105, McNutt Hall, is open during the same hours. Payment of College bills is made there. If there is a credit balance in your account, you may withdraw the balance in cash upon presentation of an authorization slip from student accounts.

**TEXTBOOKS:** All texts may be purchased at Wheelock Books on Main Street. Students often advertise their used books for sale on the bulletin boards near the Hinman Post Office Boxes in the Hopkins Center.

**I.D. CARDS:** All M.A.L.S. students will be issued I.D. cards. Replacement cards, for which there is a charge, will be issued by the CARD Office, located on the second floor of Thayer Dining Hall. Students should carry their cards with them at all times when they are on campus. The cards are used to check out books at the libraries and for charging meals, tickets, etc. to one's student account.

**THE VOX:** The calendar of events and special notices of dramatic and musical performances and lectures is found in the bi-weekly publication called "The VOX." It is distributed to all Hinman mail boxes.

**DINING ARRANGEMENTS:** Thayer Dining Hall is available from 7:15 a.m.–7:00 p.m. Meals may be paid by cash or student charge basis, or a meal contract may be purchased.

Other places to eat on campus are: Collis Café  
 Courtyard Café, Hopkins Center  
 Kellogg Cafeteria at the Medical School  
 Byrne Hall at Tuck

**STUDENT WORKSHOPS:** Four Hopkins Center student workshops are available for use by MALS students. All workshop equipment may be used free of charge. Students are expected to cover the cost of any materials they use. The Woodworking, Metalworking, and Jewelry Shops are located in the Hopkins Center. The Pottery Shop is located just across Ledyard Bridge in Norwich. For further information and hours, call 646-2347.

**PHYSICAL EDUCATION CLASSES:** MALS students may elect to take a PE class (no credit), if space is available. Typical offerings include tennis, squash, advanced lifesaving, rowing/crew, and the intramural teams in soccer, tennis tournaments, and softball. More information is available from the PE Office, 646-2478.

**DEPARTMENT OF SAFETY & SECURITY:** The Department of Safety and Security is responsible for the general policing and security of the College. They also provide emergency transportation for the sick and injured, assist students who are locked out and enforce College driving regulations. A lost and found service is located in the office of department of safety and security. Their phone is 646-2234.

**NOTARY PUBLIC:** **Kate Soule**, is a Notary Public in Wentworth Hall, Dean of Faculty Office, rm 311 and available from 8:00 a.m. – 4:00 p.m.

**CLERICAL SERVICES:**

**COMPUTER SEARCHES**

Baker Library. These can locate articles on most any given subject.

**DUPLICATING**

College Copy Center	Thayer Dining Hall, 2nd floor
Gnomon Copy	36 S. Main St. 643-4444
	Below Traditionally Trendy
	Entrance is off the alley next to the building.
Valley Copy/DocuNet	68 S. Main St. 643-5513
	Behind Ledyard Bank.
	They also do blueprinting and typing.

Dartmouth Libraries

**TYPING**

Baker/Berry Libraries Word processing facilities available on DTSS “Avatar” and Apple Macintoshes.

A huge bulletin board advertising services, rides, lost & found, things for sale, typing, etc. is located in the Hopkins Center next to the Hinman Post Office.

**GENERAL SERVICES**

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

Each student will have a term mail box. Mail should be addressed to you as follows:

Name  
M.A.L.S. Program  
Dartmouth College  
HB 6092  
Hanover, NH 03755-3526

The U.S. Mail usually arrives in Wentworth by 1 p.m.

**TELEPHONES:** There are intra-campus and public telephones in each dormitory.

**OBTAINING A PRIVATE PHONE:** Students who want private phones installed in their rooms may pick up phone contracts at Telephone Services. A deposit of \$100 is needed to initiate service. Students should bring their own phones. Students who wish to have phone service installed prior to their arrival on campus should contact Telephone Services, 6203 Clement West (603-646-2300) and a contract will be mailed.

**AUTO REGISTRATION AND PARKING:** Students must register their cars with the Campus Parking Operation office (646-2204) as soon as they arrive in Hanover. A registration and parking fee is assessed for all students who will be using their cars on campus. Students should bring their ID's and car registrations to the office. They will be provided with a map designating the student parking areas on campus. Students may park in "Faculty and Staff" parking areas during the following hours only:

Weekdays: Monday–Thursday, 6 p.m.–2 a.m.

Weekends: Friday, 6 p.m.–Monday, 2 a.m.

Motorcycles, motorbikes and motor scooters must also be registered. Students operating vehicles without stickers or failing to register a motor vehicle will be fined \$50.

Student guests are allowed to park in student lots (Ledyard and "A" lot ) for periods of two days or less. Guests must first inform the Parking Office.

Questions concerning registration and parking should be referred to the Parking Office of the Department of Safety & Security at 5 Rope Ferry Rd. 646-2204.

**BICYCLE REGISTRATION:** All bicycles within the town of Hanover must be registered with the Hanover Police Department. Unregistered bicycles may be confiscated and impounded by the Police Department. Bicycles may be registered at the Hanover Police Station free of charge. The office is located at 46 Lyme Rd.(Rte. 10 North) and is open 24 hours a day. Bicycles should also be registered with the Campus Police.

Bicycles must be equipped with a bell or horn and must be taken to the Hanover Police Station for inspection when being registered. If the bicycle is to be ridden at night, a white light (not a white reflector) and a red rear reflector are also required.

**STUDENTS ARE STRONGLY ENCOURAGED TO LOCK THEIR BIKES AT ALL TIMES!** Several thousand dollars' worth of bicycles are stolen yearly in Hanover; almost all of them had been left unlocked, and most owners do not know the serial number of their property, which is the best means of identifying a stolen article.

**HANOVER PARKING REGULATIONS:** Parking is forbidden on all Town streets after the hour of midnight: there is a \$5.00 fine for each violation. Between April 17 and November 29 this regulation is relaxed to allow parking on the streets on Friday, Saturday, and Sunday nights.

**BANKING:** There are four banks in Hanover. They are Fleet Bank, New London Trust, Ledyard Bank, and Citizens Bank. Students can establish accounts at any bank. Some stores will accept out of town checks for the amount of purchase with an ID.

#### **TRANSPORTATION:**

Lebanon Regional Airport:

Airport Hwy. off Rte. 12-A in W. Lebanon.

(603) 298-8878.

Service by U.S.Airways

Dartmouth Mini Coach

Service from Hanover and New London to

Boston's Logan Airport. (603) 448-2800

Vermont Transit Bus Lines:

White River Junction, VT.(802) 295-3011.

Bus station located on Route 5, south of WRJ.

Buses to Boston, New York, Hartford, Rutland,

Burlington, Manchester, Montreal and Sherbrooke, Quebec.

Amtrak Railway Station:

White River Junction, VT. Across the tracks from

downtown WRJ, behind a group of warehouses.  
 Amtrak maintains bus service to Springfield, MA  
 to connect with trains to the major cities.  
 For information call: 1-800-872-7245.

**Advance Transit Bus Line:**

Local bus service to Norwich, Lebanon, W. Lebanon, White River Jct., etc.  
 Call: 448-2815.

## **EXTRACURRICULAR ACTIVITIES**

### **ALUMNI GYMNASIUM**

**Hours:** 7:30 a.m. to 11:00 p.m. (summer: 7:30 a.m. to 9 p.m.)

Alumni Gymnasium offers two basketball courts, two swimming pools, a multi-purpose room, a recreational equipment room and locker rooms with saunas. The Gym also houses 10 single squash courts and one double court.

**Lockers:**

Students may obtain lockers in the basement (Equipment Room) of Davis Varsity House, connected to Alumni Gym, with a \$10.00 deposit (\$5 refundable).

**Recreational Equipment Room:**

Located on the upper level, next to the Karl Michael Pool, equipment may be borrowed in exchange for a college I.D. Hours are posted there each term.

**Squash Courts:**

Sign-up sheets are on bulletin board in the court area; enter south side of the building.

**Swimming:**

Students may use the pools at no charge; bring college I.D. The pool schedule will be posted each term.

**Sauna:**

The men's and women's locker rooms each have their own sauna.  
 Hours 7:30 a.m.–6:00 p.m.

**Basketball Courts:**

Available for various activities, call the Facilities Office for the open recreational schedule, 646-2334.

### **BERRY CENTER**

**Hours:** 7:30 a.m. to 11.00 p.m. (Summer: 7:30 a. m. to 9:00 p.m.)

The Berry Center is a spectacular facility and completes the athletic complex. The Center's basketball arena can be divided into three regulation size basketball courts. Seven squash courts (one is a 3 glass-walled exhibition court) and six racquetball/handball courts complete the court offerings. A large, fully equipped weight room is available for students in addition to a dance studio and a fitness-testing laboratory.

The Ticket Office is also located in the Berry Center, at the east entrance off of South Park Street.

#### **Squash/Handball/Racquetball Courts**

Sign up with the monitor at the entrance to the center.

#### **Weight Room**

Hours are posted each term. Check in with the Weight Room attendant.

**Tennis**

There are 19 outdoor courts and 4 indoor courts (located in Leverone Fieldhouse) which are free to students. Show your college I.D.; first come, first serve.

Off Campus:     Norwich Tennis Courts (free),  
                          Turnpike Rd.  
                          Storrs Pond Recreation Area

**Golf**

Dartmouth's Hanover Country Club is an 18-hole public course located on Rope Ferry Road, across from the D.O.C. House.

**Other Groups**

Dartmouth Outing Club   646-2428  
Dartmouth Yacht Club    646-2038  
Ledyard Canoe Club       646-2753

**Swimming**

Ledyard Club Dock - located on the river.  
11:00 a.m. to 7:00 p.m. when there is a lifeguard on duty.

Off Campus: Storrs Pond: 10:00 a.m.–8:00 p.m. daily. (643-2134)  
Norwich Pool, Beaver Meadow Road

**Running**

Leverone: indoor, 220 yards, synthetic surface  
Memorial Field: outdoor, 440 yards, synthetic surface  
Various footpaths around the Country Club

**ALEXIS BOSS TENNIS CENTER AND ALAN PAVILION**

Open Recreation play is available to Dartmouth students, faculty, staff, and the public. The center houses six regulation-size doubles tennis courts with a multi-layer competition surface which meet all USTA requirements. The court lighting is state-of-the-art, multi-level, indirect lighting which provides uniform visibility and meets USTA recommended lighting levels for college competition. The Gordon Pavilion houses the lobby, lounge, and locker room and shower facilities.

**HOPKINS CENTER**

The performing arts center on campus, the "Hop" contains two theaters, the Paddock Music Library, recital halls, art studios, reception rooms, and a cafeteria. Theater and musical productions are offered through the Hop. The Center also offers the following rooms and facilities:

"Top of the Hop"	Lounge for studying/relaxing, view of the green. Piano for public use.
Spaulding Auditorium	Student and professional musical performances as well as a weekly film series. Seats approximately 900.
Moore Theater	Theatrical productions performed by both student and professional groups.
Listening Loft	Paddock Music Library - a quiet place to listen to tapes or records.
Music Practice Rooms	(11) - get a key for the term in the Music Department Office - \$5 deposit.
Jaffe Friede Gallery	Collections of art, special exhibits.

**HOOD MUSEUM OF ART**

The Hood Museum of Art provides the college community with a handsome new facility housing ten galleries with generous space for viewing Dartmouth's permanent collection, as well as special exhibitions. For academic purposes, students, faculty, and visiting scholars have easy access to the Hood collection and files through the office of the Museum Registrar. Gallery hours are Tuesday through Friday and Sunday 11 a.m. - 5 p.m., Saturday 11 a.m. - 8 p.m., and closed Monday.

The Loew Auditorium, located on the lower level of the museum, serves as both a film theater and lecture hall. In addition to classes being taught there, the auditorium is used for an evening film series throughout the year. The Hood offers a variety of extracurricular programs each term. The museum's physical proximity to the Hopkins Center creates an integrated complex in which the students can experience all aspects of the arts.