



THAYER SCHOOL OF
ENGINEERING
AT DARTMOUTH

STUDENT HANDBOOK 2015-2016



Academic Calendar 2015-2016

September 14 & 15 Monday & Tuesday	Orientation for new students
September 15, Tuesday	Fall term Check-In
September 16, Wednesday	Fall term classes begin at 8:45 a.m.
September 16, Wednesday	Community Lunch Gathering, 12:00 – 2:00 pm on Tuck Mall
September 25, Friday	Final day for delayed Check-In
September 26, Saturday	Special day of classes
October 10-11, Saturday-Sunday	Homecoming Weekend
October 24, Saturday	Special day of classes
November 17, Tuesday	Fall classes end at 5:20 pm.; start of pre-exam break
November 20-25, Friday–Wednesday	Fall term examinations
— (Break) —	
January 3, Sunday	Winter term Check-In
January 4, Monday	Winter term classes begin at 8:45 a.m.
January 13, Wednesday	Final day for delayed registration
January 18, Monday	Observance of Martin Luther King, Jr. Day (classes moved to x-periods, except 3A classes which move to the 3B period on Tuesday, January 0)
March 8, Tuesday	Winter term classes end at 5:20 pm; start of pre-exam break
March 11-15, Friday–Tuesday	Winter term examinations
— (Break) —	
March 27, Sunday	Spring term Check-In
March 28, Monday	Spring term classes begin at 8:45 a.m.
April 6, Wednesday	Final day for delayed Check-In
May 30, Monday	Memorial Day—no classes – first day of pre-examination break
May 31, Tuesday	Spring term classes end at 5:20 p.m.
June 2-6, Thursday–Monday	Spring term examinations
June 11, Saturday	Thayer School Investiture Ceremony
June 12, Sunday	Dartmouth Commencement Day
— (Break) —	
Summer Term 2016 (Tentative)	
June 22, Wednesday	Summer term Check-In
June 23, Thursday	Summer term classes begin at 7:45 a.m.
June 25, Saturday	Special day of classes
July 4, Monday	Independence Day, College Holiday
August 24, Wednesday	Summer term classes end, start of Pre-Examination Break
August 7, Saturday	Final examinations begin
August 30, Tuesday	Final examination period ends
— (Break) —	
Fall Term 2016 (Tentative)	
September 12, Monday	Fall term classes begin
November 15, Tuesday	Fall term classes end; start of Pre-Examination Break
November 18, Friday	Final examination period begins
November 23, Wednesday	Final Examination period ends

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

FREEDOM OF EXPRESSION AND DISSENT

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

Protest or demonstration shall not be discouraged 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.

1. THAYER SCHOOL OVERVIEW

ADMINISTRATION

Joseph J. Helble
Dean
Room 204A Cummings Hall, Telephone: 646-2238

Ian Baker
Senior Associate Dean for Academic Affairs
Room M312 MacLean, Telephone: 646-2184

Benoit Cushman-Roisin
Interim Director, M.E.M. Program
Room 327 Murdough, Telephone: 646-6475

Ross A. Gortner, III
Associate Director, M.E.M. Program
Room 326 Murdough, Telephone: 646-9395

Brian W. Pogue
Director, M.S. and Ph.D. Programs
Room 132 Cummings, Telephone: 646-9358

Erland M. Schulson
Undergraduate Department Chair & Director, BE Program
Room 110 Cummings, Telephone: 646-2888

Marcia C. Jacobs
Assistant Dean, Administration
Room 203C Cummings Hall, Telephone: 646-3058

Holly Wilkinson
Assistant Dean, Academic & Student Affairs
Room M105 MacLean, Telephone: 646-3483

Daryl A. Laware
Registrar and Office Manager
Room M109 MacLean, Telephone: 646-3801

Candace S. Potter
Graduate Admissions & Financial Aid Administrator
Room M107 MacLean, Telephone: 646-3844

Lawrence W. McKinnon
Senior Executive Officer
Room 204B Cummings Hall, Telephone: 646-2238

Lori A. Laventure
Finance Ctr. Operations & Research Manager
Room 111D Cummings Hall, Telephone 646-2954

Everett Poisson
Associate Dean, Advancement
Room 206a Cummings Hall, Telephone: 646-3539

Brenda Beard
Director, Annual Giving & Special Fundraising Initiatives
Room 206b Cummings Hall, Telephone: 646-1304

Wesley Whitaker
Associate Director, Alumni Relations
Room 206c Cummings Hall, Telephone 646-8904

Jennifer Seiler
Associate Director, Advancement Events & Special Projects
Room 206c Cummings Hall, Telephone 646-3639

Tessa Hill
Assistant Director, Stewardship & Advancement Administration
Room 206 Cummings Hall, Telephone 646-2656

Jennifer St. Laurence
Director, Career Services
Room 135 Cummings, Telephone: 606-1490

Sarah DiGiacomo
Associate Director, Career Services
Room 135 Cummings Hall, Telephone: 646-2375

Gary G.C. Durkee
Senior Facilities Manager
Room 17 Cummings Hall, Telephone: 646-3457

Christopher G. Levey
Director, Instructional Laboratories
Room 217E Cummings Hall, Telephone: 646-2071

Kevin Baron
Machine Shop Manager and Instructor
26A Cummings Hall, Telephone: 646-3261

Mark J. Franklin
Director of Computing Services
Room 116 Cummings Hall, Telephone: 646-6485

Karen Endicott
Senior Director of Communications
Room 104B Cummings Hall, Telephone: 646-3521

Catharine M. Lamm
Director of Public Information & Web Editor
Room 104C Cummings Hall, Telephone: 646-3943

Ethan Darling
Web Information Manager
Room M227 MacLean, Telephone: 646-0382

Ronald Lasky
Director, Cook Engineering Design Center
Room M119 MacLean, Telephone 646-9197

James R. Fries
Librarian
Feldberg Library, Telephone: 646-3065

CORE FACULTY

(research areas listed at <http://engineering.dartmouth.edu/people/faculty/core/>)

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Joseph Helble, Dean	204A	6-2238
Margaret Ackerman	119B	6-9922
Mary Albert	M308	6-0277
Ian Baker	M239	6-2184
Petra Bonfret-Taylor	M304	
Mark Borsuk	131	6-9944
Zi Chen	M215	6-6475
John Collier	119B	6-2355
Benoit Cushman-Roisin	134	6-3248
George Cybenko	M237	6-3843
Scott Davis	C225	6-9684
Sol Diamond	119C	6-1311
Brenden P. Epps	M303	6-6656
Eric Fossum	217D	6-3486
Harold Frost	109	6-3444
Elsa M. Garmire	M141	6-3154
Tillman Gerngross	128C	6-3161
Karl Griswold	128E	6-2127
Ryan Halter	129B	6-0773
Eric Hansen	M143	6-2205
Alexander Hartov	M117	6-3936
Jane Hill	M305	6-8656
Sean (Songbai) Ji	225A	6-9193
Shudong Jiang	203	6-2284
Stephen Chad Kanick	C231A	6-1014
Venkataramanan Krishnaswamy	209C	6-2393
Ronald Lasky	M119	6-9197
Christopher Levey	217E	6-2071
Jifeng Liu	227B	6-9885
William Lotko	217B	6-3485
Geoffrey Luke	M301	
Daniel R. Lynch	229	6-2308
Lee Lynd	128D	6-2231
Vicki May	M131	6-9148
Paul Meaney	225C	6-3939
Rachel Obbard	M213	6-9613
Kofi Odame	227A	6-9156
Keith Paulsen	136	6-2695
Minh Phan	M137	6-0917
Brian Pogue	132	6-3861
Laura Ray	M139	6-1243
Peter Robbie	M115	6-9396
Eugene Santos, Jr.	M235	6-6490
Erland Schulson	110	6-2888
Xiongjun Shao	B10B	6-9836
Simon Shepherd	212	6-0096
Fridon Shubitidze	228	6-3671
Jason Stauth	203A	6-2723

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Charles Sullivan	210	6-2851
Stephen Taylor	M211	6-1251
B. Stuart Trembly	214	6-2118
Douglas Van Citters	115	6-6406
Vikrant Vaze	M325	6-9147
Ulrike G.K. Wegst	106	6-3145
John X.J. Zhang	M233	6-8787

For the most up-to-date listing visit <http://engineering.dartmouth.edu/directory/>

ADJUNCT/VISITING FACULTY

Kenneth Baker
Benjamin Barrowes
Jay C. Buckey, Jr.
Chi-Yang Cheng
David Cole
Zoe Courville
Hamid Dehghani
Eugene Demidenko
Barjor Gimi
David Gladstone
Oliver Goodenough
Richard Granger
Richard M. Greenwald
John Heaney
P. Jack Hoopes
Eric Kobylarz

Frederic Leblond
James H. Lever
Edward March
Michael B. Mayor
Kevin O'Neill
Donald Perovich
Christopher Polashenski
Carl Renshaw
Joseph Rosen
Kimberley Samkoe
Axel Scherer
Anatoly Streltsov
Harold Swart
Eli Van Houten
John B. Weaver

EMERITUS FACULTY

Alvin Converse
Robert Dean, Jr.
Robert Graves
Charles Hutchinson
Francis Kennedy
Victor Petrenko
Horst Richter
Bengt Sonnerup
Graham Wallis

LECTURERS

Daniel Cullen
Jonathan Elliott
Kendal Hoyt
Mark Laser
Steve Peterson
Markus Testorf
John D. Wilson

For the most up-to-date listing visit <http://engineering.dartmouth.edu/directory/>

STAFF

<u>NAME</u>	<u>ROOM</u>	<u>EXT.</u>	<u>TITLE</u>
Tracy Ballou	111	6-0616	Finance/Research Analyst
Robert Barry	C220	6-2233	Engineering Lab Instructor
Barbara Bellior	204	6-2238	Exec.. Assist. to the Dean
Jared Benedict	M227	6-9188	Systems Administrator
Zack Bennis	M130	6-6589	User Support Analyst
Chip Brettell	25	6-1465	Technical Instructor
Mary Kay Brown	124	6-1467	Research Asst/Lab Instructor/Manager
Kathy Burnham	137C	6-3860	Administrative Assistant
Becky Carey	Main Desk	6-2230	Receptionist
Ron Chabot	Feldberg	6-2191	Interlibrary Specialist
Debra Clifford	111	6-3552	Senior Finance Ctr. Specialist
John Cocklin	Feldberg	6-2546	Reference Librarian
Kimberly Cooper	204	6-2456	Admin. Assist. – Dean's Office
Kathleen Crowe	M133	6-3557	Academic Assistant
Richard Crowley	M227	6-9042	Systems Administrator
Daniel Cullen	3	6-0282	Project/Fluids Lab Manager
Louise Cullen	M229	6-8794	Academic Assistant
Barbara Currier	9	6-3642	Research Engineer
John Currier	9	6-3642	Research Engineer
Matthew Dailey	M227	6-2760	Systems Administrator
Rene Dauphinais	M25	6-9001	Electronics Technician
Roger Dauphinais	M25	6-9002	Communications Technician
Deborah Delmore	Parker House	6-3690	WISP Project Coordinator
Barbara Dennis	C111D	6-6595	Human Resources and Payroll Coordinator
Kathy DiAntonio	C127	6-3551	Academic Assistant
Jason Downs	25	6-1465	Technical Instructor
Matthew Dricker	M126	6-3803	User Support Analyst
	128	6-2674	Academic Assistant
Anne Esler	Murdough	6-1152	Reference Librarian, Feldberg
Peter Fontaine	25	6-3096	Machine Shop Specialist/ Instructor
Doug Fraser	213	6-3522	Research Engineer
Sharon Giguere	206	6-3490	Annual Fund Coordinator/Reporting Specialist
Kenneth Gonzales-Ponce	Feldberg	6-3653	Document & Tech Specialist, Feldberg
Jodi Harrington	111	6-2456	Finance & Research Analyst
Cassandra Holbrook			
Janifer Holt	Feldberg	6-3066	Reference Librarian, Feldberg
Sally Hull	C231	6-9150	Research Coordinator
Amy Keeler	217F	6-6580	Administrative Assistant
Richard Langdell	Feldberg	6-9241	Library Services Specialist
Kathryn Lapierre	C104A	6-0617	Assistant Editor
Daniel Marchand	M25	6-9003	Electronics Technician
Patricia Martel	C111	6-8626	Finance Center Specialist
Linda Morris	M219	6-8126	Ed. Program Mgr., Ice Drilling Program
Mary Moul	129A	6-3858	Admin. Assist. - Ice Lab
Mark Mounts	Feldberg	6-1145	Reference Librarian, Feldberg
Naersong	C111	6-4080	Fin. Ctr Analyst/Specialist
Phyllis Nemhauser	Feldberg	6-2192	Library Supervisor, Feldberg
Martin Osterloh	M204	6-3076	Systems Programmer/Manager
David Picard	C006	6-0774	Lab Instructor

Larissa Pyer	Mur. 332	6-3546	Academic Asst. – MEM Program
Robert Russell	28	6-1749	Research Engineer
Patricio Sarzosa	C104		Graphic Designer
Benjamin Servoz	M227	6-3010	Systems Administrator
Karen Sluzenski	Feldberg	6-1339	Reference Librarian, Feldberg
Ann St. Onge	111	6-1256	Finance/Research Analyst
Karen Thurston	217	6-3276	Academic Assistant
David Townsend	218	6-9381	User Support Consultant
Haley Tucker	M307	6-	Administrative Assistant
Stephanie Turner	M307	6-2352	Administrative Assistant
Eugene Vigneault	218	6-3997	Sr. Electronics Tech.
Kathy Weaver	Parker House	6-3685	Asst. Director, WISP
Michael West	M025	6-9779	Electronics Technician
Jenna Wheeler	M103	6-3677	Academics & Programs Assistant
Ellen Wirta	119F	6-2239	Academic Assistant

For the most up-to-date listing visit <http://engineering.dartmouth.edu/directory/>

OFFICE OF GRADUATE STUDIES**37 Dewey Field Road, Room 437****603-646-2106**

F. Jon Kull	Dean of Graduate Studies	6-2106
Gary L. Hutchins	Assistant Dean	6-2107
Kerry H. Landers	Assistant Dean, Graduate Student Affairs	6-1743
Jane Seibel	Assistant Dean, Graduate Recruiting & Diversity	6-6578
Ruth A. Dube	Administrative Assistant	6-2106
Ruth Friend	Admissions Assistant	6-8193
Perry Scheetz	Graduate Assistant, North Park Housing	

2. LABORATORY POLICIES/INFORMATION

DIGITAL ELECTRONICS LAB

Digital Instruction Lab: Room C221

Room 221 contains 6 workstations; course work has priority on these machines. The digital instruction lab is intended for instructional use. However, most of the resources (such as device programmers) may be used by any Thayer people provided there is no conflict with course work.

- The lab should not be occupied after hours unless there are at least two people present.
- We prefer that if there are fewer than 2-3 people during the day that the door be propped open.
- The last person leaving the lab (at any time during the day) should ensure that the doors are locked and the lights are off.
- Equipment must not be removed from either lab at any time without permission.
- Food and drink is permitted, provided the equipment is not endangered by spills or other contamination, and the areas are kept clean. This permission will be rescinded for the remainder of any term in which there is any indication of careless behavior.

Robert (Bob) Barry, Room C220, ext. 6-2233

ANALOG ELECTRONICS LAB

The Analog Electronics Lab, room C222, contains 7 lab workstations with electronic instrumentation. This lab is for use only by students in courses assigned to the lab or by special permission of the lab manager. Rules of use are otherwise the same as for the Digital lab above.

Robert (Bob) Barry, Room C220, ext. 6-2233

MATERIALS LABORATORIES

The Materials Laboratories are located in Rooms M16, M18, M26, M28, MB28, and MB29 in MacLean ESC, and are under the supervision of Daniel Cullen and Christopher Levey. The use of equipment, instruments, tools, chemicals or other supplies is restricted to registered students and Dartmouth College employees.

The laboratories contain compressed gases, high temperature furnaces, high voltage power supplies, x-ray equipment, chemical fume hoods, acids and other chemicals. The use of appropriate safety equipment, such as protective splash goggles, hats, gloves, and aprons are required. Students must receive training and authorization before using equipment in these labs. **No food** is permitted in these labs.

Christopher Levey, Director of Instructional Labs, Room C217E, ext. 6-2071

Daniel Cullen, Project/Fluids/Materials Lab Manager, Room M007, ext. 6-0282

BIOTECHNOLOGY LABORATORY

The research laboratories of the Biotechnology and Biochemical Engineering Program are located in Cummings Hall rooms 120 (Ackerman), 122 (shared facilities, equipment), 124 (Teaching Lab), 126 (Griswold) and 133 (Hill). Shared facilities are in 121 (Media Prep), 123 (Analytic Lab), and 125 (Environmental Rooms). Further laboratories in the sub-basement are S5 and S6 under the supervision of Professor Lynd. These laboratories are under the supervision of Professors Lynd, Gerngross, Griswold and Ackerman. Anyone seeking access to equipment, tools, chemicals or other supplies in any of the Biotech labs must be authorized by one of the professors.

All students and post-docs working in the Biotech labs must familiarize themselves with Essential Information on Laboratory Safety at Dartmouth College: Resource Guide, provided by the campus Office of Environmental Health and Safety (Katrina Morgan, 603-650-1587). In addition, they should consult with Lab Safety Coordinators Mary Kay Brown (Ackerman, Griswold, Gerngross labs) and Julie Paye (Lynd Lab). Our research involves the use of compressed, flammable, and poisonous gases, hypodermic needles and syringes, and chemical agents that are mutagenic, carcinogenic, explosive, and highly toxic as well as biological hazards including pathogenic organisms and infectious agents. Students must familiarize themselves with potential hazards and appropriate procedures of disposal of chemicals, needles, broken glass, and biohazardous wastes that they use in their research. Safety glasses must be worn in the laboratories at all times (when operating autoclaves, pipetting hazardous materials, or handling any glassware, or pressurized systems). No food is permitted in lab refrigerators and eating in labs is prohibited. The labs are usually unlocked during normal working hours - students and post-docs conducting research may gain access on evenings and weekends.

Margie Ackerman 119B, 6-9922
Tillman Gerngross 128C, 6-3161
Karl Griswold 128E, 6-2127
Jane Hill, M305, 6-8656
Lee Lynd, Room 128D, 6-2231

PROJECT LABORATORIES

There are four instructional project lab spaces on the ground floor the Thayer School: the Couch Project Design Lab (M009/M014), the Fahey Advanced Design Lab (M003), the Large Frame Project Lab (M030), and the Electronics Project Lab (C011). These labs are intended for curricular project work; faculty labs are more appropriate for sponsored research.

The Couch lab is a large general design and assembly space for use in a variety of primarily undergraduate project courses including ENGS 21. Large benches are available for project work, but should be kept clear when work is not actively ongoing, and must be cleared each evening. Wall storage units are available for parts storage. A variety of mechanical and electronics test equipment is also available. Some power tools are provided for use by students with safety training or under direct supervision of trained TAs. The lab is open 24 hours a day, 7 days a week with the large power tools available from 8:00 am – 5:00 pm Monday – Friday. Hats and safety glasses must be worn when using power tools. Hearing protection, chemical splash goggles, and gloves are available in the lab and in the Instrument Room. For more detail, please refer to the posted document “Student Project Lab Rules and Etiquette”. Food and drink are permitted as long they are cleaned up when done. This space is under the supervision of Daniel Cullen.

The Fahey lab is for use only by students who have been assigned a specific workspace and provided with electronic access to the door. Space in this lab is typically assigned to BE capstone projects (89/90), but other student project groups may also request space, and the lab is occasionally used for other project courses. In contrast to the Couch lab, project work may be left out for extended periods in assigned areas. This lab is

reserved for reasonably clean and quiet curricular projects; it is not a place for engine oil! The lab door is to be kept locked except from 8:00 am – 5:00 pm weekdays, so as to secure valuables of those using the lab; proximity card (ID) access is available 24/7 to authorized users. This space is under the supervision of Chris Levey.

The Large Frame lab is a fabrication and assembly area for large projects which may involve large metal frames. It is to be used only by students who have been assigned access, received safety training and agreed to use policies. It is typically used by BE students and occasional ENGS 21 projects. Some power tools are available only to users specifically qualified (ask if you are unsure). This space is under the supervision of Doug Fraser, Gary Durkee, and Chris Levey.

The Electronics Project lab is a design and assembly space for electronics, mechatronics, and energy related projects. Use of this lab is by assignment; the front space is usually assigned to a relevant Engineering course, and the rear space is assigned to specific projects. This space is under the supervision of Dave Picard.

THAYER SCHOOL INSTRUMENT ROOM

The Instrument Room serves as an **equipment lending library** for common laboratory, audio-visual, and teaching tools, and provides consulting on the use of and repair of such equipment. The Instrument Room also provides shipping and receiving services for UPS packages. Please be sure you have your ID with you.

All tools, instruments and equipment must be signed out by Instrument Room personnel and are for use within the Thayer School building. Other uses must have special written permission. Tools, instruments and equipment are the responsibility of the person they are signed out to, and any problems or damages must be reported to the Instrument Room. **Scheduled undergraduate labs have first priority on equipment requests.**

The copy and fax machines are located in Room 23.

The Instrument Room is located on the first floor of MacLean ESC - Room M25. Hours are 8:00 a.m. to 4:30 p.m., Monday-Friday (summer hours: 8:00 a.m. to 4:00 p.m.) during the terms. You will need your ID card for equipment sign-outs and UPS package pick-ups.

Personnel:

Gary Durkee, Facilities Manager, Mechanical Technician, Room 17, ext. 6-3457
Rene Dauphinais, Electronics Technician, Room M25, ext. 6-9001
Roger Dauphinais, Communications Technician, Room M25, ext. 6-9002
Daniel Marchand, Electronics Technician, Room M25, 6-9003
Michael West, Electronics Technician, Room M25, ext. 6-9779
Reservations of equipment, Instrument Room, ext. 6-2793

KEY POLICY

1. Students must have their college ID card when picking up keys.
2. The Instrument Room requires no deposit on keys. If a student loses a key or has one stolen they will be charged a \$25.00 cash replacement fee.
3. An authorization email is required for a Research Laboratory key. The students' advisor should send an email to the Instrument Room at "thayer.instrument.room@dartmouth.edu".
4. Students are required to sign out keys from the Instrument Room and must return them before finishing.

5. Prior to finishing, the student is given a key-return form by the Registrar as a reminder. They must have it signed by one of the Instrument Room personnel before leaving.

MACHINE SHOP

The Thayer Machine Shop is an instructional shop serving Thayer School students, research staff and the professorate. Shop users do not need prior experience. The shop is staffed by Technical Instructors who train shop users to complete their own projects. Students are allowed to work on projects relating to course work, thesis projects, or research for a professor.

Prior to working in the Machine Shop everyone is required to attend a shop safety orientation administered by machine shop staff. Shop users are required to wear proper clothing (i.e., no long sleeve shirts or blouses, no shorts, no ties, no sandals or open-toed shoes, etc.) and proper safety equipment (safety glasses, ear protection, cap, etc. provided).

The Machine Shop is open from 8:00 a.m. to 12:00 noon and 1:00 to 4:30 p.m. Monday through Friday (summer hours: 8:00 a.m. to 12:00 noon and 1:00 to 4:00 p.m.). Extended hours are offered during periods of heavy demand. The Machine Shop is located in Room 26, basement level of Cummings Hall.

Personnel

Kevin Baron
Peter Fontaine

Machine Shop Director
Technical Instructor

Room 26, ext. 6-3261
Room 26, ext. 6-3096

3. FINANCIAL MATTERS

FINANCIAL AID

Financial aid is supervised by Candace S. Potter, Graduate Admissions & Financial Aid Administrator, Room 107 MacLean. BE and MEM applicants who are applying for financial aid must file a PROFILE form. Aid is need-based. If you are planning to enroll at Thayer School for more than one academic year it will be necessary to re-file with PROFILE. The aid you receive for the first year does not necessarily carry over. When doing an internship as part of the MEM Program it is expected that students will be able to contribute a minimum of \$3000 toward your education once you return to Thayer School. Please see visit <http://engineering.dartmouth.edu/academics/admissions/financial-aid/> for more detailed information.

FEDERAL DIRECT LOANS and FEDERAL PERKINS LOANS

Students who wish to apply for Federal Direct and Perkins student loans must complete the *Free Application for Federal Student Aid* (FAFSA, school code 002573) form. Additional information and filing instructions are available on line at www.FAFSA.ed.gov. Once the form is filed, an electronic student aid report will be sent to the Dartmouth College Financial Aid Office which is used to determine eligibility for federal student aid. Students should also download and complete the Graduate Aid Application at <http://admissions.dartmouth.edu/financial-aid/apply-aid/graduate-students/federal-loan-information>.

Graduate students may borrow up to \$20,500 through the Federal Direct Unsubsidized Loan programs each year. Interest is not subsidized on any portion of the loan and the fixed rate is 5.84%. Federal Perkins Loans are available to students with exceptional financial need. Graduate students may borrow up to \$8,000 annually through this program based on financial need and availability of funds. Each of these programs offer a 10 year repayment term beginning after completion of school.

Graduate students may also borrow through the Graduate PLUS Loan program. The limit for this loan is the cost of education as determined by the Thayer School minus any other financial aid. The loan is credit-based and is not subsidized. It has a fixed rate of 6.84%.

Additional information and more specific application instructions are available on line at: <http://admissions.dartmouth.edu/financial-aid/apply-aid/graduate-students/graduate-aid-overview>.

Limited funds are available for short-term loans for emergency needs of Thayer School students. Arrangements for these interest free loans are made through Lori Laventure at Thayer School, Room 111, Cummings Hall.

FIRST YEAR INTERNATIONAL STUDENT EMERGENCY LOAN FUND

This College loan fund is available to first year international graduate students granted only in the months of August, September and October. Amounts of the loan will not exceed \$1,000. Repayment of the loan will be made by equal monthly deductions from the graduate student's stipend over the remainder of the academic year (final deduction May 1st). Please see Lori Laventure in Room 111 for application and approval.

STUDENT ACCOUNT STATEMENTS (BILLS)

Student College Statements (Bills) are available online twice each term. Statements are produced by the Student Financial Services Office. The statement includes tuition charges and scholarship credits as well as other allowed student charges such as health fees, room rent, dining costs, and class charges. The penalty for late payment of the College bill is 1.5% of the balance outstanding, on the due date.

Accessing online statements - D-Pay is the name of the online billing system. It provides access to account statements, recent account activity and, if you choose, online payment. Account holders can also authorize access to "Other Payers". Information on how to gain access to and use the system is available online at: <http://www.dartmouth.edu/~control/sfs/>. An email will be sent to your Dartmouth email account when a statement becomes available.

Pending credits, such as financial aid, tuition awards, or disputes of charges on your statement may not be received by the due date. If this is the reason you are not paying the entire balance due, please complete an "Explanation Form" in D-Pay or contact Lori Laventure in 111 Cummings, or at 603-646-2954. Late charges assessed will NOT be reversed if differences are not explained.

If you have a credit balance on your student account, refund request can be made online via Student Self-Service (<http://www.dartmouth.edu/bannerstudent>) or by contact the Student Financial Services. Cash refunds of up to \$500 are available if you visit the Student Financial Services Office.

Statements are available about six weeks before each term starts with a follow-up statement about two weeks after the start of the term. Tuition scholarships and fellowships are posted automatically for students awarded them. These will appear in the "Anticipated Aid" field of the statement and will be posted to your account after registration (check-in). Loans, on the other hand, cannot be credited until the student has completed check-in for the term. Consequently, often loans will not appear until the follow-up statement. Tuition for 2015-2016 will be \$16040 per term and must be paid before a student can complete check-in for each term. Student Account statements for the Fall Term will be available to students in early August; payment due by early September. Tuition bills for Winter and Spring Terms will be emailed in November, (payment due by mid-December) and mid-February (payment due by mid-March), respectively. Exact dates can be found at http://www.dartmouth.edu/~control/docs/studentfin/ug-gr-thayer_billing_schedule.pdf. A late payment fee will be assessed for payment of any billing that is received after the due date.

If you have questions regarding your bill or other financial matters, please contact Lori Laventure, Room 111, Ext. 6-2954, or visit the website at www.dartmouth.edu/~control/sfs/bursar/billing.html.

No student will be permitted to complete check-in for a term unless the total amount due, including tuition, room rent, and board, etc., has been paid in full or has anticipated aid covering the balance due. Financial Aid awards and/or loans not yet displaying as "Anticipated Aid" on your student account will be taken into consideration provided the student has complied with all administrative procedures necessary for the processing of such awards or loans.

In those instances where a personal check is offered in payment of charges on a student's account and the check is not honored, a charge of \$25 will be assessed. In the event the returned check was the means of meeting a payment or registration deadline, the deadline will not be considered met and the appropriate additional penalties relating to failure to meet the deadline may be assessed. Dartmouth reserves the right to demand payment by money order, certified check, or other mode of payment acceptable to Dartmouth in instances of repeat offenders. Additionally, flagrant or habitual offenders may be subject to disciplinary action.

TUITION

Tuition is billed each term through the Student Accounts Office and credits are made automatically for students receiving tuition scholarships or assistantships. Pending tuition awards will appear in the "memo balance" field and will be posted to the account after registration. Loans, on the other hand, cannot be credited until the student has registered for the term. Consequently, such loans will appear on a bill following the tuition statement. Tuition for 2015-2016 will be \$16040 per term and must be paid before a student may register for each term. Tuition bills for Fall Term will be emailed to students in early August; payment due by early September. Tuition bills for Winter and Spring Terms will be emailed in November, (payment due by mid-December) and mid-

February (payment due by mid-March), respectively. Exact dates can be found at http://www.dartmouth.edu/~control/docs/studentfin/ug-gr-thayer_billing_schedule.pdf. A late payment fee will be assessed for payment of any billing that is received after the due date.

If you have questions regarding your bill or other financial matters, please contact Lori Laventure, Room 111, Ext. 6-2954, or visit the website at www.dartmouth.edu/~control/sfs/bursar/billing.html.

UNPAID COLLEGE BILLS

No student will be permitted to register for any term unless the total amount due, including tuition, room rent, and board, etc., has been paid in full. Financial Aid awards and/or loans for that term not yet recorded to the student's account will be taken into consideration provided the student has complied with all administrative procedures necessary for the processing of such awards or loans.

In those instances where a personal check is offered in payment of charges on a student's account and the check is not honored, a charge of \$25 will be assessed. In the event the returned check was the means of meeting a payment or registration deadline, the deadline will not be considered met and the appropriate additional penalties relating to failure to meet the deadline may be assessed. The College reserves the right to demand payment by money order, certified check, or other mode of payment acceptable to the College in instances of repeat offenders. Additionally, flagrant or habitual offenders may be subject to disciplinary action.

STIPENDS

Checks will be mailed to Hinman 8000. You may have your check deposited directly into your checking account at your bank. The Thayer School Finance Center has the appropriate forms.

MONTHLY STIPENDS

Thayer School students receiving Graduate Research Assistantships or Fellowships are paid on the first of the month for the previous month. In most cases the first payment will be on October 1, for one month.

HOURLY EMPLOYMENT

Dartmouth has moved to electronic timesheets for all hourly-paid students. You will record your time in the Kronos system. If you plan to work you will need to come to the Finance Center and complete an intake form. Once this is completed and entered into the system you will receive a notification from the Kronos system with a log in link. For additional information, training video and dates for training sessions you can access the Student Employment website at <http://www.dartmouth.edu/~seo/>. If you have questions about hourly employment, please see the staff in Room 111.

REQUIRED FORMS

If you are a new student and will be receiving a monthly stipend or working as an hourly paid student you must fill out an I-9 and W-4* form. You can pick these forms up in the Finance Center, Room 111, or they are available online at <http://www.dartmouth.edu/~control/faq/payroll/forms.html>.

These forms must be completed within three (3) days of your employment start date. You can complete these forms in the Business and Finance Office with Debra Clifford or Jodi Harrington; at the Payroll Office located at 7 Lebanon Street; or at Human Resources, also located at 7 Lebanon Street.

CONFERENCE TRAVEL FOR PhD CANDIDATES

Upon promotion to PhD candidacy, students are eligible to request funding to attend one trip to a focused engineering conference in their field of thesis research. The student does not need to be presenting research results at the meeting to be eligible. One-time funding up to a limit of \$1000 will be made available from the Thayer School in support of this travel. Students are encouraged to attend New England regional conferences such as the Gordon Research Conferences (www.grc.org) or the Engineering Conferences International (www.engconfintl.org) which maximizes their ability to meet and talk to others in their chosen area of research.

To access this funding, a Ph.D. student must make a request in writing to the Director of the PhD program within 1 year of advancement to candidacy. The request must provide conference details (name, location, dates), a few sentences indicating the reason for requesting attendance at this particular conference, and a statement indicating that the thesis advisor has approved student attendance. Funding can only be received once for attendance at one conference during the student's tenure in the Ph.D. program. Any other conference travel during the student's tenure would need to be funded by the student's thesis advisor or through external funding mechanisms.

4. STUDENT SERVICES

CAREER SERVICES

Thayer Career Service's goal is to connect students with resources, tools and advice they need to explore and obtain jobs and internships. We offer individual customized assistance, facilitating connections with employers and alumni. Whether through on-campus recruiting, career fairs or making connections we are here to help you, step-by-step, in pursuing your goals.

Below is a list of some of the resources you have access to:

Advising Appointments. From identifying your career interests and skills to accepting a job offer, a Career Services staff member is available to help you at each step of your career development. Schedule an appointment by dropping by the office (Cummings 135) or by calling 646-2375.

Resume & Cover Letter Reviews. Career Services is available to help you develop and revise resumes and cover letters.

Workshops/Programs. Each term we offer a variety of workshops and alumni talks on topics such as *Jump Start Your Job Search*, *How to Prepare for Career fairs*, and *Networking* as well as mock interview programs. Check our online events calendar for dates, times, and locations.

Career Fairs. The Thayer School of Engineering Career Fair and Virtual Career Fair are held annually in October and February, respectively. Attend both and explore the possibilities!

ThayerLink. All full-time, internship and on-campus recruiting opportunities posted by Career Services can be found at ThayerLink (access from ThayerExpress). Bottom line: this is your best resource for finding positions targeted toward Thayer School students. In fact, many of the postings are provided by alums.

engIN. More engineering internships are available through the engineering internship network, pooling internships from eight top schools (Brown, Dartmouth, Lafayette, Olin, Smith, Swarthmore, Tufts, Union). Access engIN through ThayerLink under "Jump To."

DartBoard. An online database of internships/entry-level job posting and on-campus interview opportunities offered through the undergraduate Career Services Office. This is a great resource for non-engineering positions.

Graduate School. We offer resources for researching grad schools, studying for GREs and managing the application process including a database of recent Thayer alums that have pursued graduate degrees immediately after completing their Bachelor of Engineering degree. Tap these alums for information on applying to specific programs.

Alumni Networking. Both Dartmouth and Thayer alumni have volunteered to serve as career advisors to current students. Stop by our office or check out our website to learn how to access the Dartmouth Career Network and how to best use LinkedIn for connections.

Like "Thayer School of Engineering Career Services at Dartmouth" on Facebook.

Look for the "Thayer Career Services Weekly Bulletin" email for highlighted opportunities.

Website. For more resources: <http://engineering.dartmouth.edu/career/students>

Staff

Jennifer St. Laurence, Director, ext. 6-1490

Sarah DiGiacomo, Associate Director, ext. 6-2375

Location - Cummings Hall, Room 135

DARTMOUTH COLLEGE HEALTH SERVICE

(www.dartmouth.edu/~health)

Dartmouth College Health Service provides medical care and counseling services to students enrolled in Dartmouth College, Thayer, Tuck, Geisel School of Medicine, and the Arts and Sciences graduate programs. The Health Service, also known as Dick's House, a memorial to Richard Drew Hall '27, is located at 5 and 7 Rope Ferry Road, an extension of North Main Street.

Student health records are protected by state and federal privacy laws. Our Federal Notice of Privacy Practices (HIPAA) and the NH Patient's Bill of Rights are available from the Medical Records Office or on-line at <http://www.dartmouth.edu/~health/services/med-records.html>.

The Health Service develops and promotes health education information to assist students in maintaining a healthy lifestyle for students during college and in the years beyond.

Medical Services

The Primary Care and Preventive Medicine Department provides general medical care for acute and chronic health conditions as well as preventive services. Physicians, Physician Assistants, Nurse Practitioners, and Registered Nurses are available by appointment. Services include gynecological exams and contraceptive management including IUD insertions, sexually transmitted disease screening, travel medicine including travel immunizations, allergy injections, evaluating sports injuries, physical exams, medically-oriented counseling regarding sexual expression and sexuality, food and nutrition (including eating disorders), and alcohol, drug and sleep issues. When appropriate, we refer students to specialists at the Dartmouth-Hitchcock Medical Center (DHMC). For appointments, call 603/646-9401. If you need assistance to get to the Health Service, call the Safety and Security Office at 603/646-4000.

Inpatient Services

The Inpatient Department provides hospital and infirmary care in a 10-bed unit. Infirmary care is for students whose illness or injury would normally be cared for at home by family members. The Department is open during fall, winter, and spring terms and is staffed by Health Service physicians, registered nurses, and licensed practical nurses. Students requiring more extensive hospitalization are referred to the Dartmouth-Hitchcock Medical Center, located approximately 2 miles from campus.

Personal Counseling

Counseling & Human Development (CHD) is the main department for psychological services at Dartmouth College. CHD is housed within Dartmouth College Health Service and is located on the second floor of Dick's House, 7 Rope Ferry Road. CHD is dedicated to providing high quality mental health care. Clinicians are available to assist with a variety of concerns, including academic issues, relationship conflicts, problems with alcohol use, unwanted sexual contact, and depression or anxiety. We maintain a confidentiality policy in which privacy is respected.

CHD services are available for all active students. We offer a variety of psychological services to assist students in managing the many demands and developmental challenges of college. These services, provided by a diverse and multiculturally competent professional staff, include short-term counseling, group counseling, medication evaluation and monitoring, and consultation. Additionally, we provide same day services for crisis and emergency situations. There is no charge for counseling services. Some issues are more appropriately addressed in long-term counseling. Generally students for whom long-term counseling is appropriate are referred to a community therapist through our office.

In addition to our clinical services, CHD provides a range of programs to promote mental health, emotional resilience and wellness throughout the campus community. CHD counselors can present/facilitate programs pertinent to college counseling and college life, on topics such as anxiety, stress management, depression, and adjusting to college life.

College life can be exciting and challenging. It can also be stressful. Social and emotional concerns can interfere with academic performance and social interactions. CHD is committed to helping students get the most from their college experience. One way students can do this is to talk with a CHD counselor in a supportive atmosphere to help with self-understanding and the resolution of personal concerns.

For more information or to make an appointment, please call 646-9442. Information is also available on our website at www.dartmouth.edu/~chd

Pharmacy Services

The Health Service operates a pharmacy for active students and Dartmouth College employees. The Dick Hall's House Pharmacy is open during the fall, winter, and spring terms weekdays from 9 am to 5 pm. During intersessions and summer term, hours are weekdays from 9 am to 4 pm. The pharmacy is licensed by the NH Board of Pharmacy and is staffed by registered pharmacists and pharmacy technicians. A charge is made for each prescription filled at the pharmacy. Students may charge prescriptions to their student accounts or pay with cash, credit card, or check. In addition, an assortment of commonly used non-prescription drugs and supplies are sold by vending machine located on the first floor of 5 Rope Ferry Road, accessible 24 hours a day.

Educational Resources

The staff in the Student Wellness Center seek to foster students' academic and personal success by increasing discussion, examining issues and exploring the underlying contexts of key health behaviors. Major health issues include but are not limited to: Alcohol and Other Drugs, Violence Prevention, Sexual Decision Making, Sleep Hygiene and General Wellness. Our aim is to support and encourage the College community and individual students to think critically about healthy decision-making.

Our objective is to prepare individuals and groups to take meaningful action to reduce negative, and increase positive, health-related behavior. This objective is accomplished through individual consultation, prevention efforts, and outreach to the College community.

For further information go to our website: <http://www.dartmouth.edu/~healthed/index.html> or contact the Student Wellness Center [603/646-9414](tel:6036469414).

Health Service	Telephone
Reception	603/646-9400
Medical Appointments	603/646-9401
Nursing Department/Inpatient Unit	603/646-9440
Counseling & Human Development	603/646-9442
Student Wellness Center	603/646-9414
Sports Medicine	603/646-2472
Insurance and Patient Accounts	603/646-9438, 646-9439

FELDBERG BUSINESS AND ENGINEERING LIBRARY

The [Feldberg Business-Engineering Library](#) is one of eight libraries comprising [The Dartmouth College Library](#). It provides services and access to information resources in engineering sciences and business administration, and is located on the first and second floors of the [Murdough Center](#) adjacent to Cummings Hall. The [engineering research guide](#) is a good starting point to find resources that support research and teaching at Thayer School. Other campus libraries with services and collections relevant to Thayer School programs include the [Kresge Physical Sciences Library](#) and the [Biomedical Libraries](#).

A frequently-used service among Thayer School faculty and students is [BorrowDirect](#) which is a user-initiated rapid book request and delivery service to get books beyond Dartmouth. [BorrowDirect](#) enables faculty, staff and students to search the combined library catalogs of the member libraries in this resource sharing partnership.

James Fries, Head of Feldberg Library, 6-3065
Anne Esler, Reference Librarian, 6-1152
Janifer Holt, Reference Librarian, 6-3066
Kenneth Gonzalez-Ponce, Document & Technology Specialist, 6-2354
Mark Mounts, Reference Librarian, 6-1145
Phyllis Nemhauser, Library Supervisor, 6-2191
Richard Langdell, Information Services Specialist, 6-2195
Karen Sluzenski, Reference Librarian, 6-1339
John Cocklin, Reference Librarian, 6-0238

OTHER LIBRARIES

Humanities, Social Sciences
Mathematics and English

Baker/Berry Memorial Library, 646-2567

Biomedical Libraries

Dana Biomedical Library, 650-1658
Next to Gilman on North College Street
Matthews-Fuller Health Science Library, 646-7650
5th Floor - DHMC

Chemistry, Physics, Earth Sciences
and Astronomy

Kresge Physical Sciences Library, 646-3563
Fairchild Center

Music

Paddock Music Library, 646-3234
Hopkins Center

Art, Architecture & Photography

Sherman Art Library, 646-2305
Carpenter Hall

Archives, Rare Books and
Manuscripts

Rauner Special Collections Library, 646-2037
Webster Hall

THAYER SCHOOL COMPUTER FACILITIES

Research and Instructional Facilities

Computing Facilities

Thayer School operates about 100 Windows, Linux, and Macintosh workstations in public laboratories and other public places in our facility. Faculty and students use these workstations for both classroom and research computing, including numerical analysis, network design and analysis, electronic and mechanical CAD, data acquisition, robotics, and environmental simulations. Thayer School supplies scanners and printing services, including color, high speed black and white, and large format plotting.

Network services available to the Thayer School community include MPI parallel-computing clusters, compute servers, virtual Windows computers, web servers, online information services, licenses for technical applications, wikis, and large-scale file service in addition to the usual email, print, calendar, student information, and course information services. Thayer School operates two computer rooms with state of the art UPS, KVM, power distribution, and remote monitoring capabilities.

All students enjoy high speed direct Internet access in labs, classrooms, and study spaces via wireless and wired connections with a campus-wide ten gigabit Ethernet network backbone and more than 900 wireless network access points providing ubiquitous wireless network access throughout campus. Dartmouth has converged data, phone, and video communications, all on the Ethernet network.

At <http://computing.thayer.dartmouth.edu> you can find more detailed information about Thayer School Computing Services.

Mark Franklin, Director of Computing Services, 6-6485

EMAIL AND PASSWORDS

When your Dartmouth account is ready, you can claim it by visiting <http://claim.dartmouth.edu>. You will need to know your NetID (a 7 digit id, typically starting with a lowercase letter and usually containing one other lowercase letter – for example: d12345z), and the system will have you set your password and initial security questions. You can see if your account is in the system and look up your NetID at <http://computing.thayer.dartmouth.edu> by typing in your name in the “Account and Quota Lookup” box and clicking “Look up name”. If you do not find your account, then it may not be in the system yet, and you should contact the Programs Office or Computing Services for assistance. You will use your NetID to log into most if not all Dartmouth and Thayer School systems.

Dartmouth uses a Microsoft-hosted email service. You can get started with this service by using the web client at <http://bwa.dartmouth.edu> and logging in with your NetID and Dartmouth password. For further information please refer to <http://computing.thayer.dartmouth.edu> (search for “email” in the help search box).

PERSONAL COMPUTERS

B.E. students are required to have access to a laptop with wireless network capabilities, while M.E.M. students are strongly advised to purchase such a laptop. M.S. and Ph.D. students are strongly urged to purchase a personal computer. HP, Dell, and Apple personal computers may be purchased through the Computer Store in Berry Library. A number of Windows, Linux and Macintosh computers are available in public terminal rooms and laboratories throughout Cummings Hall. A student wishing to own a Macintosh for their personal use can use our public computers or network servers when they need to use applications only available on Windows, or they can use virtual Windows computers via their Macintosh.

COPY SERVICES

The Copy Center is located in the basement of Cummings Hall, Room 14 (The larger copiers are available between 8:00 a.m. and 4:30 p.m.). The Copy Room Manager, will assist with copying projects from 8:00 to 12 noon, 1:00 to 1:30 p.m., and 2:30 to 4:30 p.m. When the machine is unattended, you may make your own copies on the machine. Operation is self-explanatory.

Student course work copying only. If copying it is related to a research contract or grant (with the permission of the Principle Investigator). The other copying machines in the building are not for student use!

Room 23, ext. 6-2627

THAYER SCHOOL BUILDING SECURITY

Those of us who work and study at Thayer School of Engineering think of Cummings and MacLean as our “home away from home” since we spend such a large portion of our waking hours here. As with our home, we make every effort to make it a place that is friendly, comfortable, and safe. With your help we can continue to keep our buildings a safe place to pursue studies, work, and socialize. Please take a few minutes to review this list of security actions and incorporate them into your daily routine at Thayer School.

- 1) Gary Durkee, Facilities Manager, is your primary contact for building security-related issues. Gary can be reached via the Dartmouth blitzmail system, at 646-3457, or by stopping by his office located in the basement of Cummings Hall - Room 17. If Gary is not available please contact the following Thayer faculty with any security-related issues: Professor Bill Lotko, or Professor Chris Levey. For security related conduct code issues, Assistant Dean Holly Wilkinson is an additional resource.
- 2) Become aware of who is normally in the building and note routine activities that occur. This is especially important if you are at Thayer School after most faculty and staff have left for the evening. If a stranger is in the building, or if you note unusual behavior or unauthorized use, please report the incident immediately to the Safety and Security Office (646-2234), and to Gary Durkee the following day. If you believe reporting the incident can wait until the next day, please contact Gary Durkee first thing in the morning and he will take appropriate steps at that time.
- 3) **Unauthorized entry and/or use of facilities is a violation of the Dartmouth and Thayer School codes of conduct.** Unauthorized locations include all locked spaces (for non-key holders); the machine shop, instrument room, copy center, and related facilities after posted hours of operation or when locked; closed research labs (without permission); and private offices other than your own. Many laboratories pose serious safety risks for untrained users. **Defeating locks or security cables, and entering through windows are serious violations which may result in disciplinary action, possibly including suspension.** Unauthorized use of equipment, computer files, accounts or passwords, and unauthorized possession of door keys or codes are also serious violations of conduct. Violations which impact building security should be reported to the building manager, Gary Durkee and/or the Assistant Dean, Holly Wilkinson. Further details are given in the Code of Conduct, the Computing Code, and the Honor Principle sections of this manual.
- 4) If you see unauthorized or unsafe activity at Thayer, it is your responsibility as a member of the community to take some action. This is particularly true of laboratory or shop activity that could endanger the safety of others. You should question the individuals involved in such activity, and/or consult the building manager (Gary Durkee), the Director of Safety (Chris Levey), the Assistant Dean (Holly Wilkinson), or others in the faculty or administration.
- 5) The exterior doors to Cummings Hall are locked during the following times:
 - a) Sunday through Saturday, 10:00 PM to 6:00AM
 - b) Saturday and Sunday, beginning Friday at midnight until Monday at 5:00AM
 - c) Dartmouth observed holidays
 - d) During term breaks exterior doors are locked Sunday through Saturday from 10:00PM to 6:00AM.
- 6) Loading dock doors are locked after Thayer School’s normal hours of operation, which are Monday through Friday, 8:00AM until 4:30 PM.
- 7) The Dartmouth College Security Card System gives all currently registered students, faculty, and staff access to required buildings and some laboratories. An ID card with security features is necessary, and should be obtained as soon as possible after arriving to campus. Do NOT share your ID card with others, such as campus visitors, non-Thayer students, or food delivery staff.

- 8) Do not prop open doors for food delivery staff, as this is against Dartmouth College policy. Proper procedure is to meet the food delivery staff member at the door.
- 9) Do not prop open exterior doors at any time. If you find a door propped open, whether interior or exterior, remove the obstruction and close the door. This may inconvenience the person who propped the door, but it will be performing a much greater service to the entire Thayer community.
- 10) Make sure doors are drawn completely shut behind you after passing through.
- 11) Some internal laboratory doors require punch codes. These doors should always remain locked after work hours.
- 12) Please make sure all windows are closed and locked for security and energy conservation - especially on the ground level.
- 13) Pick up your **FREE laptop lock** from Gene Vigneault in room M126 and use it throughout your stay with us at Thayer School. We want you to leave with the same laptop you came in with.
- 14) Lock your laptops to your work area. If locking is not possible, ask a friend to keep an eye on it if you have to leave the area for a short time.
- 15) Think seriously about having your laptop engraved to deter someone finding it attractive to take. The Thayer School Machine Shop has been equipped with engraving equipment so it's easy for you to do this safety step.
- 16) Back-up your work onto the ThayerFS file server (see <https://wiki.thayer.dartmouth.edu/display/computing/File+Service>). This will help alleviate problems if your laptop, with all your course work, gets stolen...or if your hard disk drive dies!

SAFETY AND SECURITY

Harry C. Kinne III, Director of Safety and Security, College Proctor

5 Rope Ferry Road, Room 205, 646-4000

<http://www.dartmouth.edu/~security/>

The Department of Safety and Security is responsible for the general security of the college and responds to all college emergencies and requests for service. Departmental personnel patrol the campus and are available to respond 24 hours a day; every day.

The department maintains a central communication center at 5 Rope Ferry Road that dispatches patrol personnel, receives all calls for assistance, and monitors a variety of electronic intrusion and monitoring systems including fire alarms, electronic access, and surveillance cameras.

Two departmental investigators review all incidents of possible college policy violation and work with local law enforcement in cases where crimes are involved

Educational programs including Rape Aggression Defense (RAD) training are taught by departmental personnel during each term. Information on these trainings is available by calling 646-4000

The department provides other information on campus security and fire safety on its website at

<http://www.dartmouth.edu/~security/>.

THE SAFETY AND SECURITY OFFICE IS OPEN 24 HOURS A DAY WITH A DISPATCHER ON DUTY

Non-Emergency: (603) 646-4000

Emergency: 911 or 6-3333

E-mail: Safety.and.Security@Dartmouth.EDU

STUDENT ID CARDS - THE DARTMOUTH CARD

As your official college ID, the Dartmouth Card is your passport to life at Dartmouth. You'll use it for everything from checking out books to getting through the Alumni gym doors. It can also be used for reduced rates at Hopkins Center events.

The Discretionary account (within your Dartmouth Card) is your key to on-campus life! It is intended to be used as a pre-paid declining balance account. Whether you are cheering on the Big Green, signing up for ballroom dancing or taking advantage of almost any on-campus service or event, your Dash Discretionary account will have you covered.

To report a lost Dartmouth ID card, please contact the Dartmouth Card Office via blitzmail at dartmouth.card@dartmouth.edu. Or stop by the office, located in the 1953 Commons Building, during normal business hours (Monday through Friday 8:00 am -4:30 pm). There is a graduated replacement fee for all replacement cards. Your money will only be secure when your lost card is reported, not before. After hours contact Safety and Security (646-4000).

Card Office Administrative Fees and Fines

What are administrative fees and fines?:

Fees and fines exist at every college and are, unfortunately, a reality of college life. In order to avoid the inconvenience and expense of administrative fees and fines, please take the time to inform yourself of Dartmouth College policies and the associated consequences of rules violation published in the Dartmouth College Student Handbook. Overdue library books, dorm damage, parking tickets and late registration are examples of common fees and fines.

How administrative fees and fines work:

Every student has an Administrative Fees and Fines account upon arrival at Dartmouth. If a student violates a published rule, the student is provided with the opportunity to appeal the violation with the specific department. After expiration of the appeal period, fees or fines not abated on appeal are posted to the Administrative Fees and Fines account.

Any student that accumulates an outstanding balance of \$150 or greater in their Administrative Fees and Fines account will be placed on registration hold until the balance due is paid in full. Students with registration holds will be notified in advance of registration.

Administrative fees and fines assistance and customer service:

The Dartmouth Card Office provides Administrative Fees and Fines customer support. However, as the Dartmouth Card Office does not originate fees and fines (exception - lost Dartmouth Card replacement), questions relating to specific transactions should be directed to the individual College department that posted the charge. You can view your account in detail online at www.dartmouth.edu/~dartcard/. Administrative Fees and Fines that have been posted to an account can be viewed on ManageMyID or Banner Student. Details of the fee or fine can be viewed on Banner Student.

For more information regarding your Dartmouth Card and what it can do for you, please visit the web site at www.dartmouth.edu/~dartcard/.

NOTARY PUBLIC

Daryl Laware and Barbara Dennis are Notaries. Daryl and Barbara are generally available from 8:00 a.m. to 4:00 p.m. Daryl is located in 103 MacLean ESC and Barbara is in 106 Cummings. A Notary Public is also available in most large Dartmouth College offices as well as local banks and the Hanover Town Office.

TEXTBOOKS

Textbooks can be purchased at Wheelock Books, which is located on Main Street. This is not a College owned bookstore or Co-op store, so the prices may be considerably higher than you expect. For a list of textbook for the term go to: <http://engineering.dartmouth.edu/academics/courses/textbooks>.

5. GENERAL SERVICES

MAIL

As a graduate student at Thayer School, your mailing address will be:

INTRA-CAMPUS MAIL
Hinman Box 8000

U.S. MAIL
Thayer School of Engineering,
Dartmouth College
14 Engineering Drive
Hanover, NH 03755-8000

All students are assigned a box for receiving mail. The mailboxes are located behind the receptionist's desk off the atrium of MacLean Hall.

INTRA-CAMPUS MAIL: is picked up and delivered once a day – around 10:00 am. All Intra-Campus Mail must have a return address. Intra-Campus service will not handle U.S. Mail (other than redirected mail), books, cartons, containers, or packages. Hinman box, or “HB” numbers can be found using the DND lookup at <http://dndlookup.dartmouth.edu/>.

U.S. MAIL is picked up and delivered once a day at Thayer School - usually late morning. There is a mailbox located on Tuck Drive and mail is collected late morning and by 4:00 p.m. each day.

The Hanover Post Office (643-4544) is at the corner of South Main Street and Lebanon Street. The front window is open from 8:30 a.m. to 5:00 p.m., Monday through Friday, and from 8:30 a.m. to 12:00 noon on Saturday. The lobby is open from 7:00 a.m. to 6:00 p.m. daily.

AUTOMOBILE REGISTRATION AND PARKING

Vehicle Registration

All students bringing motor vehicles to Hanover must register with the Office of Parking and Transportation Services (PATs) at 6 Vox Lane, McKenzie Hall, Hinman Box 6111, even for temporary use. You will be required to furnish a vehicle registration, and driver's license. There is a steep fine (\$50 per term) for any student failing to register. Student registration for 2015-2016 is \$173 per year, \$43.25 per term; there is no charge to register for off-campus parking.

Registration permits must be affixed to the front driver's side and right rear bumpers of the vehicle, or to the right front and left rear corners of your windows. DO NOT place over an expired decal. (PATs' regular office hours: Monday through Friday 7:30 a.m. to 4:30 p.m.)

Thayer and Tuck School Commuting Students

First Year: H & Dewey Lots

Commuters: Ledyard Lot

Residents: J & Dewey Lots

Note: Off-campus students living within walking distance of the Thayer campus will not be issued Commuting decals. You will be issued off-campus parking.

GENERAL RULES

- 1) There is no parking allowed on Tuck Circle or Tuck Drive at any time (nights and weekends included). Cars will be ticketed if parked there.
- 2) Student parking is allowed in all campus lots weekdays 5:00 p.m. through 2:00 a.m. and weekends 5:00 p.m. Friday through 2:00 a.m. Monday. This rule does change during the winter months, November 1 – April 30.
- 3) Please contact the Parking and Transportation Services Office at ext. 6-2340 with any questions pertaining to the Parking regulations.
- 4) Parking is enforced 24/7 and fines for Fire Lane and parking in handicap parking are \$100.00 fines.

Please note: Although the Cummings Lot is the most convenient to Cummings Hall it is not available to students, except as noted in number 2 of the general rules above.

HANOVER MOTOR VEHICLE REGULATIONS

State Registration

Students must change residency in order to register their cars in New Hampshire or to obtain a New Hampshire driver's license. In order to register your car you go to the Town Clerk's office at 41 South Main Street-you need to have proof of ownership and proof of Hanover residency. The proof of residency might be a utility bill, rent receipt, letter from Dartmouth verifying dorm residency - something that shows the actual legal residence, not just a mailing address. The New Hampshire registration can then be taken to the State of New Hampshire Dept. of Motor Vehicle office at 17 Water St., Claremont, NH (open Mon. – Fri. 8:15 – 4:15), to obtain a driver's license. The state of New Hampshire requires a certified copy of an individual's birth certificate in order to obtain a New Hampshire drivers license. The Town Hall accepts cash or checks.

Bicycle Registration

Any person who owns a bicycle residing in the Town of Hanover is encouraged to register their bicycle and obtain a license tag from the Hanover Police Department. The office is located on Lyme Road and is open 24 hours a day.

Bicycles must be equipped with a bell or a horn and, if ridden at night, a white light (not a white reflector) and a rear red reflector are also required equipment. Bicycles may not be ridden on public sidewalks and must otherwise obey all other traffic laws that are applicable.

STUDENTS ARE ENCOURAGED TO LOCK THEIR BIKES AT ALL TIMES.

A free bicycle registration is available at the Department of Safety & Security; such registrations assist in the recovery of a bicycle if it is stolen.

Hanover Overnight Parking Regulations (Summer and Winter Rules)

The police department throughout the year regulates parking on town streets after midnight. Vehicles parking in violation of overnight rules will receive a ticket and during winter months will be towed at the owner's expense.

Between May 1 and November 14th of each year, parking is prohibited between 2 a.m. and 6 a.m., Monday through Thursday, on Main Street, Allen Street, Lebanon Street, Maynard Street, West Wheelock Street, and East Wheelock Street.

Between November 15 and April 30th, 12:01 a.m. to 7:00 a.m., on any day and on all streets, lots and public places, parking is prohibited. Parking is allowed under covered sections of the parking garage at 7 Lebanon Street.

6. SOCIAL LIFE

STUDENT PROFESSIONAL SOCIETIES

For the full list of professional, social and service groups please visit engineering.dartmouth.edu/for/current-students/student-groups/.

After School Science and Engineering Program

After School Science and Engineering is an inventive STEM enrichment program run by Dartmouth students (undergraduate and graduate) who enjoy sharing their passion for science and engineering with children in elementary school and junior high. Weekly during each academic term, Dartmouth students lead hand-on activities that exemplify fundamental concepts in science, technology, engineering, and mathematics. In the past, students have built everything from boats and rockets to mouse trap dragsters and gumdrop towers under the guidance of experienced student mentors. Projects and lessons are tailored to the ages of the students. Dartmouth students interested in participating in this outreach contact Ben Walker (Benjamin.S.Walker.TH@Dartmouth.edu).

American Society of Mechanical Engineers (ASME)

The student chapter of [ASME](#) sponsors lectures and presentations at Thayer School, often in conjunction with the local ASME Upper Valley Subsection. Thayer School students have won numerous prizes for projects entered in ASME regional and national design competitions as well as recognition for their activity in technical presentation competitions. The advisor for the group is [Professor Minh Phan](#).

The Big Green Bus

Students with [The Big Green Bus](#) are out to increase awareness about alternative fuels and environmental and social responsibility by converting a bus to run on waste vegetable oil. By reusing waste oil, the group focuses on reshaping society's waste into social energy. For more information, email thebiggreenbus@gmail.com.

Dartmouth Energy Collaborative

The [Dartmouth Energy Collaborative](#) is a student-led organization that connects students, scholars, business and policy leaders interested in energy issues. They are a collaborative group that joins students from Thayer School of Engineering, [Tuck School of Business](#), and [Vermont Law School](#). The group visits energy startups, meets business and government energy leaders, tours power plants, and gets together to share perspectives on energy issues. For more information, please contact one of their [student leaders](#).

Dartmouth Formula Racing (DFR)

Thayer School students built the country's first Formula Hybrid racecar. The student-run [DFR](#) team designs, implements, and tests a high performance all-electric race car. The DFR team initiated the annual [Formula Hybrid™](#) competition, which is run by Thayer School. The team receives advice and equipment from the faculty and staff of Thayer School, but DFR members raise most of each year's budget from corporate sponsors and personal donations. The advisor for the group is [Professor John Collier](#). For more information, email Dartmouth.Formula.Racing@Dartmouth.edu.

Dartmouth Humanitarian Engineering (DHE)

[Dartmouth Humanitarian Engineering](#) (formerly Humanitarian Engineering Leadership Projects (HELP)) exists to organize and support service initiatives all over the world. DHE's goal is to improve a community's quality of life with solutions that are fully sustainable using local materials. Projects seek to provide clean water, improve sanitation, and reduce environmental impact through the implementation of appropriate technologies that are socially conscious, economically feasible, and fully sustainable. Current initiatives include improved cooking technologies and alternative fuels in Tanzania and hydropower sites for off-grid areas in Rwanda.

The advisors for the group are [Professor Charles Sullivan](#) and Holly Wilkinson, Assistant Dean for Academic and Student Affairs. For more information, email humanitarian.engineering@dartmouth.edu.

Dartmouth LEGO League (DLL)

[Dartmouth LEGO League](#) began as a Schweitzer Fellowship project by Kristen Lurie '08 in 2007. Since then, it has matched student mentors with local FIRST teams and has hosted an annual tournament in which several Dartmouth professors, as well as community members, act as judges. For more information, contact Dartmouth.LEGO.League@Dartmouth.edu.

Dartmouth Society of Engineers (DSE)

[DSE](#) is an association of alumni and friends of Thayer School. The [DSE student chapter](#), open to all Thayer School students, fosters a sense of community among engineering students, faculty, and staff at Thayer School by sponsoring activities such as study sessions, intramural sports, and outreach activities around the campus and community. The advisor for the group is [Professor Solomon Diamond](#). For more information, email Dartmouth.Society.of.Engineers@Dartmouth.edu.

Graduate Women in Science and Engineering (GWISE)

[Dartmouth GWISE](#) is the Graduate Women in Science and Engineering group at Dartmouth. The central purpose of GWISE is to develop a community of women from a variety of disciplines in science and engineering that will provide a place for women to both gain support during their graduate careers and to develop skills that will empower them in their professional occupations. The group's activities are geared toward professional development, outreach, and building a social network of women in the sciences at Dartmouth. Although the group is oriented toward supporting women, they welcome all graduate students. For more information, email gwise.dartmouth@gmail.com.

Institute of Electrical and Electronics Engineers (IEEE)

The [IEEE](#) is a professional society of engineers and scientists whose mission is to promote "the engineering process of creating, developing, integrating, sharing, and applying knowledge about electro and information technologies and sciences for the benefit of humanity and the profession." The [student chapter of IEEE at Dartmouth](#) sponsors activities, guest lectures, competitions, and other events relevant to students in engineering and computer science. The advisor for the group is [Professor Paul Meaney](#).

IEEE Engineering in Medicine and Biology Society (IEEE-EMBS)

The [IEEE-EMBS](#) provides resources for networking and job opportunities. The student chapter provides a sense of community among the biomedical engineering students at Thayer School, and also brings experts in the field to speak about their research and provide students with networking opportunities.

National Society of Black Engineers (NSBE)

The [NSBE](#)'s mission is to increase the number of culturally responsible black engineers who excel academically, succeed professionally, and positively impact the community. Dartmouth's NSBE chapter, comprised of 45 undergraduates, is open to all minority students and focuses on supporting academic work, professional development, and connecting students to available resources. The advisors for the group are [Professor Kofi Odame](#) and Holly Wilkinson, Assistant Dean for Academic and Student Affairs. For more information, email National.Society.of.Black.Engineers@Dartmouth.edu.

Schweitzer Fellows

The [Schweitzer program](#) provides college students with funding and support to work on a range of projects that benefit underserved populations in local communities. The program was begun in 1940 to support the efforts of physician and humanist Albert Schweitzer.

Of the approximately 30 Schweitzer Fellows in New Hampshire and Vermont, close to half come from Dartmouth, including the only engineering Schweitzer Fellows in the country. Past projects include putting together an all-girl team that placed in the annual [FIRST](#) LEGO League Robotics Competition, and designing a carbon credit trading simulation for high school students to help them understand the interconnections between environment, policy, and business.

Sigma Xi

The Dartmouth Chapter of [Sigma Xi](#), the Scientific Research Society, sponsors the Christopher Reed Science Competition for senior honors students, and supports other activities that recognize and honor the research achievements of Dartmouth students.

The president of the Dartmouth Chapter of Sigma Xi is [Professor Dean Wilcox](#) of the Chemistry Department.

Society of Automotive Engineers (SAE)

[SAE](#) is a professional engineering society that specializes in transportation technology. A multi-disciplinary group, it encompasses mechanical, electrical, and chemical engineering. The advisor for the group is [Professor Laura Ray](#). See also [Dartmouth Formula Racing](#).

Society of Women Engineers (SWE)

The Dartmouth chapter of [SWE](#) includes women and men, faculty, students, and staff. The group sponsors a variety of activities ranging from workshops for local schools to course advising sessions and luncheons with prominent women in a variety of fields of engineering. SWE students are often active in the Women in Science Project ([WISP](#)). The advisor for the group is Holly Wilkinson, Assistant Dean for Academic and Student Affairs. For more information, email swe.dartmouth@gmail.com.

Tau Beta Pi

The New Hampshire Beta chapter of [Tau Beta Pi](#), the national engineering honor society, was installed in February 2002. Tau Beta Pi membership is open to top engineering students with distinguished scholarship (the top 12.5% of senior Engineering Sciences majors and the top 20% of B.E. students), exemplary character typified by integrity, a wide range of interests, adaptability, and interest in participating in community and volunteer activities. The national office of Tau Beta Pi offers student chapters a variety of programs including scholarships, fellowships, training projects, tools for career development, and support for chapter service projects. Initiation into Tau Beta Pi brings lifelong membership. The advisor for the group is [Professor Douglas Van Citters](#). For more information, email Tau.Beta.Pi@Dartmouth.edu.

Thayer Consulting Club

[Thayer Consulting Club](#) supports students interested in pursuing career in strategy, technology, and business consulting. They provide resources and networking opportunities to help students find consulting jobs, and organize events including speaker series, site visits, and case competitions.

For more information, email thayer.consulting.club@dartmouth.edu.

Thayer Gear

[Thayer Gear](#) is a student-run apparel store in which Thayer students can put theoretical knowledge to practical use by running a business and developing new products and strategies.

Graduate Student Council (GSC)

The Graduate Student Council consists of one to four members (based on numbers of current students) from each of the departments and programs offering a graduate degree, and from each of the three professional schools. Departments and schools individually decide how to appoint these representatives. The Executive Board consists of five or six elected members: the president, vice president, social chair(s), finance chair, student life chair, academic chair and administrative chair. Elections are held near the end of spring term and are open to all Arts & Sciences graduate students. The new board members become active the meeting after being elected. There are also two appointed members of the Executive Board, the Graduate Studies Activities Coordinator and the North Park Housing Coordinator. These members are graduate students hired by the Graduate Studies Office to fill their positions. Each month, a general GSC meeting is held as well as an Executive Board meeting. The major functions of the Graduate Student Council are: (a) to serve as the major channel of communication between the graduate student body and the Trustees, Administration, Faculty and Alumni; (b) to serve as a forum for the resolution of issues which concern the graduate student body; (c) to nominate graduate student members to all Councils and Committees of the Faculty of Dartmouth College that require graduate student members; (d) to plan and implement social activities and events helping to foster a larger graduate community.

CHURCHES/CHAPLAINCY

Religious and Spiritual Life at Dartmouth and in the Upper Valley

The William Jewett Tucker Center's mission is to inspire and support members of the Dartmouth Community to cultivate a deep sense of meaning and purpose through spiritual, ethical and moral exploration and engagement. As such, we oversee over two dozen student religious groups on campus (at <http://www.dartmouth.edu/~tucker/spiritual/groups/descriptions.html>), representing Jewish, Christian, Muslim, Hindu, and Buddhist traditions. We also provide information (at <http://www.dartmouth.edu/~tucker/spiritual/off-campus.html>) about off-campus houses of worship in the area. Our multi-faith programming includes a weekly dinner discussion for (Tuesdays from 5:30-7pm in 105 South Fairbanks Hall, starting on Sept. 22nd) and special all campus events like our Martin Luther King, Jr. Community Faith Celebration in January. We are available to all students, staff, and faculty for pastoral counseling and concern. For more information concerning opportunities to grow in faith, discuss issues, or learn about special events, please contact the Tucker Center which is located at the Tucker Foundation in South Fairbanks Hall, Tucker.Center@dartmouth.edu or 603-646-3350, <http://www.dartmouth.edu/~tucker/spiritual/>, or blitz Nancy Voge, the Director.

THE HOPKINS CENTER (The "Hop")

The Hop is one of the key cultural and social hubs on campus, offering Thayer students a wide range of opportunities to experience the arts—as an audience member, performer, or as a craftsperson. There is something for everyone at the Hop. In addition to a world-class 900-seat concert hall, two theaters and related rehearsal rooms, you'll also find exhibition galleries, classrooms and well-equipped workshops with professional instruction for students in jewelry, woodworking and pottery. The theater and music departments are located at the Hop, and the Hop is also home to the Courtyard Café—famous for its special "Hop fries."

Pick up a copy of the Hop's season brochure and begin planning which performances you'd like to attend. Tickets for Dartmouth students are just \$10 each for this remarkable range of acclaimed artists from around the world. The Hop also presents dozens of film screenings each term plus student performances in music and dance through its eight performing ensembles, plus the Marching Band (student tickets are \$5). A distinguished professional director or conductor leads each Hop Ensemble and repertoire ranges from baroque and classical to cutting edge world music and jazz—occasionally including the work of established or emerging choreographers and composers specially commissioned by the Hop. If you're interested in performing in any of these programs, just call the Ensemble office at 603-646-2530 or send e-mail to Hopkins.Center.Ensembles@Dartmouth.edu. Thayer students are also invited to audition for Department of Theater productions each term and participate in the Dartmouth Film Society which presents over 200 films each year at the Hop.

Whether your interests are as a performer, audience member, film buff, artist, craftsperson, crewmember behind the scenes, or arts educator, you'll find many opportunities to get involved at the Hop. For more information, go to the Hopkins Center website at www.hop.dartmouth.edu.

THE HOOD MUSEUM OF ART

The Hood Museum of Art boasts one of the oldest and largest campus museum collections in the country, dating to 1772, three years after the founding of Dartmouth College. In 1985, the opening of the Hood Museum of Art brought all of the College's various art and anthropological collections together under one roof. The Hood's splendid and award-winning postmodern building was designed by Charles Moore, and admission to the galleries is free and open to all.

A dynamic cultural facility, the Hood preserves over 65,000 works of art from ancient cultures, the Americas, Africa, Australia, Europe, Japan, Papua New Guinea, and many other regions of the world for the education and enjoyment of students, faculty, staff, and the general public. Highlights include the magnificent ninth-century

B.C.E. reliefs from the Assyrian palace of Ashurnasirpal II in Nimrud, Iraq; *The Epic of American Civilization*, the famous mural cycle in Baker Library by Mexican muralist José Clemente Orozco; among the finest impressions created of certain prints by Rembrandt; and works by Frederic Remington, William Merritt Chase, Lily Martin Spencer, Romare Bearden, Paul Sample, Perugino, Goya, Pablo Picasso, Georgia O'Keeffe, Edward Ruscha, Juan Muñoz, Bill Viola, Lorna Simpson, Sean Scully, and many others. The Hood has traveled its special exhibitions to museums including the Getty Museum, the Cincinnati Art Museum, and The Metropolitan Museum of Art.

Access to the rich diversity of the Hood's collection is provided through permanent collection displays, special exhibitions, the online collection database, the Web site, scholarly publications, and a lively schedule of programs, including student preview parties and other social events, student workshops and tours, gallery talks, lectures, and symposia. The Hood Museum of Art Auditorium serves as a lecture hall and film theater. The Hood Museum Shop carries art-related gifts, catalogues, postcards, and posters. DASH is accepted.

Featured exhibitions for the 2015–2016 academic year include *Canaletto's Vedute Prints: An Exhibition in Honor of Adolf Weil Jr.*, August 1–December 6, 2015; *Collecting and Sharing: Trevor Fairbrother, John T. Kirk, and the Hood Museum of Art*, August 22–December 6, 2015; and *The Art of Weapons: Selections from the African Collection*, through March 13, 2016.

The Hood Museum of Art is located on Wheelock Street opposite the Green. The galleries and auditorium are wheelchair accessible. For information about family activities, please call (603) 646-1469. Exhibitions and events are listed on the Hood's web site and in the calendar section of Dartmouth's web site; the Hood also maintains a Facebook page and a Google calendar. For detailed information about the Hood and its programs, or to receive the museum's printed materials call (603) 646-2808 or visit www.hoodmuseum.dartmouth.edu.

ATHLETIC FACILITIES

Dartmouth's athletic facilities provide something for everyone at all levels of individual fitness and team competition. Alumni Gymnasium houses the fully-equipped 14,000 square foot Zimmerman Fitness Center, as well as two 25-yard swimming pools, locker facilities, and many multi-use spaces for a wide variety of recreational sports and fitness classes. Berry Sports Center features 2,100-seat Leede Arena for basketball and volleyball, along with ten international squash courts, three racquetball courts, and a dance studio. Thompson Arena, which accommodates 4,500 spectators, is one of the finest collegiate ice hockey and skating facilities in the nation. Boss Tennis Center is a six-court indoor facility with an expansive viewing area and locker rooms in the adjoining Gordon Pavilion.

Memorial Field, the College's 13,000-seat football stadium, features a FieldTurf playing surface and a 400 meter track. The 2.5-acre Leverone Field House has an AstroTurf indoor practice surface and a 1/8 mile track. There are also five sets of field complexes, including a FieldTurf surface on Scully-Fahey Field for lacrosse and other sports; an AstroTurf facility for field hockey and recreational sports; beautiful Burnham Soccer Field; and a FieldTurf surface for baseball and other sports on Red Rolfe Field at Biondi Park, as well as a new softball park with a FieldTurf surface. The Floren Varsity House features a 10,000 square foot varsity strength training center along with meeting rooms, offices, and other facilities for Dartmouth's Division I varsity teams.

Other athletic facilities include the Dartmouth Skiway, equipped with two chairlifts, 16 runs, snowmaking equipment, and the McLane Family Lodge; the Hanover Country Club, with an 18-hole championship golf course, driving range, and a 4-hole practice course; and 16 outdoor tennis courts including 4 clay courts. The Dartmouth crew teams have a boathouse on the bank of the Connecticut River, and the Dartmouth Sailing Club is based at nearby Mascoma Lake with boats available to all. The Corey Ford Rugby Clubhouse provides a home for the men's and women's rugby clubs. The 178-acre Morton Farm, which includes stables and large indoor and outdoor rings, is located 8 miles from campus and provides outstanding opportunities for riding experience and varsity competition.

TOWN OF HANOVER

Most students find it convenient to open accounts in one of the local banks in Hanover (there are more in Lebanon, Norwich, and White River). The banks now maintain automatic teller machines, and until recently, some cards would only work in one bank's machines, but most of the machines in town now accept any bank's card. Many banks belong to MONEC, so that your card works in machines all over New England. The banks vary in the kinds of services they offer and interest rates they pay, so shop around. It helps to have your current address and phone number printed on your checks.

If you plan to take up residence in the area, you'll need to register your vehicle(s), pay the state registration fee, and the town personal property tax, and register to vote, if desired, in the town in which you reside. You will also need to obtain a New Hampshire driver's license. For Hanover, the town requirements must be completed first at the Town Clerk's office, 41 South Main Street. The State of New Hampshire Motor Vehicle office is located at 17 Water St., Claremont, NH. To obtain a New Hampshire driver's license you will only have to pass a vision test if you hold a valid license from another state; otherwise, there is a driving test. However, you must bring a certified copy of your birth certificate in order to obtain a driver's license. Cars must be inspected once a year, within 10 days after registration, and display a valid inspection sticker.

Voter registration may be done at the Town Clerk's office. Election of local, state, and national officials is done pretty much like everywhere else, but resolution of certain local issues takes place in a good old New England town meeting. Everyone in town comes to a designated place and argues the issues in a public forum, culminating in a show of hands or ballot. By and large, New Hampshire is a conservative, Republican state, but the town of Hanover is one of a small pocket of Democrats and liberals.

There is no income tax or sales tax in New Hampshire. Vermont however does have an income tax and a sales tax (except on articles of clothing, footwear, etc. under \$110).

7. ACADEMIC MATTERS

The 2015-2016 editions of the **Thayer School Guide to Programs and Courses** and the **Organization, Regulations and Courses** (ORC at <http://www.dartmouth.edu/~reg/guides/orc/>) serve as the official academic publication of the Thayer School and Dartmouth College and should be consulted regarding all academic matters.

TRANSCRIPTS - Registrar's Office, 103 MacLean ESC

A transcript, an official copy of the office record of a student's academic career at the Thayer School of Engineering, will list all courses taken and grades received while a student at Thayer School. Student records are updated after each term when grades are received by the Registrar's Office.

Official transcripts are available to current Thayer students using the online ordering system in BannerStudent. To order a transcript, log in to [BannerStudent](#), select the "Request an Official Transcript" link on your Thayer Student Main Menu, and click through to the ordering page. There is no fee for ordering transcripts.

Official transcripts may be delivered in either certified PDF ("eTranscript") or paper formats. Requests for eTranscripts are generally processed and delivered within one business day of the request being placed. Official paper transcripts are generally processed within 2-5 business days of receipt of your request. Please order an official paper transcript at least one week in advance of the required mailing date.

Dartmouth provides current students with two versions of their Unofficial Transcript: a web version, designed primarily for online viewing, and a PDF version, designed to be sent to your Dartmouth email account. Both versions are available on the [BannerStudent](#) menu.

- To view the online version, click "Unofficial Transcript - Web version" on your BannerStudent menu.
- To have a PDF version sent to your Dartmouth email account, click "Unofficial Transcript - PDF version" on your BannerStudent menu.

HONOR PRINCIPLE

Students enrolled in Thayer School's programs must comply with the regulations, procedures and penalties established by the Dean of Graduate Studies. The Graduate Honor Principle for Thayer School students, and can be found at <http://graduate.dartmouth.edu/services/regulations.html>.

You are required to read the Graduate Honor Principle and provide the signed statement (Honor Principle Acknowledgement Form) on page 40. This form must be returned to Registrar Laware before any student can Check-In.



THAYER SCHOOL OF
ENGINEERING
AT DARTMOUTH

Daryl A. Laware, *Registrar*

HONOR PRINCIPLE AND CODE OF CONDUCT FORM

THIS IS TO CERTIFY THAT I HAVE READ, AND UNDERSTAND, THE **HONOR PRINCIPLE AND CODE OF CONDUCT** REGULATIONS AND PENALTIES OF THE THAYER SCHOOL OF ENGINEERING AS SET FORTH BY THE DEAN OF GRADUATE STUDIES AT [HTTP://GRADUATE.DARTMOUTH.EDU/SERVICES/REGULATIONS.HTML](http://graduate.dartmouth.edu/services/regulations.html)

NAME: _____

SIGNATURE: _____

DATE: _____

**THIS SIGNED STATEMENT MUST BE RETURNED TO REGISTRAR LAWARE
BEFORE YOU CAN REGISTER FOR COURSES AT THAYER SCHOOL**

HONOR PRINCIPLE AND CODE OF CONDUCT

The life and work of a Thayer School student are based upon a high standard of ethical behavior. Both in and outside the classroom the Thayer School 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 the Honor Principle and Code of Conduct upon registering as an Arts and Sciences graduate student. A student found in violation of the Honor Principle or Code of Conduct forfeits his/her right to continue at Dartmouth.

Note: Undergraduates taking courses at Thayer will be subject to standards and processes as described in the Dartmouth Standards of Conduct and Academic Regulations (<http://www.dartmouth.edu/~deancoll/student-handbook/standards.html>)

HONOR PRINCIPLE VIOLATIONS

Fundamental to the principle of independent learning are the requirements of honesty and integrity in the performance of academic assignments, both in and out of the classroom. Thayer School operates on the principle of academic honor, without proctoring of examinations. Any student who submits work which is not his or her own, or commits other acts of academic dishonesty, is subject to disciplinary actions, up to and including suspension or separation.

A number of actions are specifically prohibited by the Academic Honor Principle. These focus on plagiarism and on academic dishonesty in the taking of examinations, the writing of papers, the use of the same work in more than one course, and unauthorized collaboration. Whether or not collaboration in course work (labs, reports, papers, homework assignments, take-home tests, or other academic work for credit) is permitted depends on expectations established in individual courses. Students are sometimes encouraged to collaborate on laboratory work, for example, but told to write their laboratory reports independently. Students should presume that collaboration on academic work is not permitted, and that submission of collaborative work would constitute a violation of the academic honor principle, unless an instructor specifically authorizes collaboration. Students should not presume that authorization in one class applies to any other class, even classes in the same subject area. Students should discuss with instructors in advance any questions or uncertainty regarding permitted collaboration.

Student Responsibilities

The Dean of Graduate Studies has established standards of behavior which form the Graduate Honor Principle for all Thayer School students, and can be found on the Graduate Studies website (<http://graduate.dartmouth.edu/services/regulations.html>)

Upon Check-In, students are required to sign a statement (see page 38) attesting that they have read and understood the Honor Principle of the Graduate Studies Office.

Graduate students charged with Honor Code Violations are encouraged to learn more about what to expect in the subsequent process at the above link, and to meet with the Thayer School Assistant Dean of Student Affairs for clarification of any questions they may have.

The Academic Honor Principle depends on the willingness of students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each Dartmouth student accepts the responsibility to be honorable in the student's own academic affairs, as well as to support the Principle as it applies to others.

In the presence of an undoubted violation of the Honor Principle, to stand by and do nothing is to threaten the spirit and effectiveness of the principle. Thus, Thayer School students are expected to preserve the principle by taking action whenever the Honor Principle is compromised. In the event that a student is aware of an honor code violation, he/she is obligated to bring it to the attention of a member of the Thayer School faculty or staff.

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, etc.).

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

- a. The instructor should strongly consider discussing 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 immediately inform Thayer School's Senior Associate Dean of Academic Affairs and bring the matter to the attention of the Dean of Graduate Studies, whose office will oversee the ensuing process. Under no circumstances should the instructor who suspects a violation of the Academic Honor Principle attempt to resolve the matter independently.

Administrative Responsibilities

Administrative processes for managing Honor Code Violation charges for graduates are found at <http://graduate.dartmouth.edu/studentlife/handbook20102.pdf> (Hearing Procedures Academic and Nonacademic)

CONDUCT CODE VIOLATIONS

Thayer Community (faculty, student, staff) Responsibilities

In addition to any standards of conduct required by Dartmouth, all Thayer School students are expected to uphold the same standards of conduct as students who are members of the Graduate Studies community. These standards can be found in the Graduate Studies Handbook:

(<http://graduate.dartmouth.edu/services/graduatestudenthandbook.html>)

A member of the Thayer community, who suspects that a Thayer School student may have violated the Conduct Code, should observe the following recommendations and guidelines for action:

- a. Strongly consider discussing the suspected violation with the student(s) in order to determine that there has been no misunderstanding about what occurred.
- b. If, after consultation, the community member believes that the suspicion is valid, he/she should immediately inform Thayer School's Senior Associate Dean of Academic Affairs.

Administrative Responsibilities

Procedures for Sexual Assault (Misconduct)

Procedures for the investigation and resolution of complaints against students for sexual assault and retaliation for reporting or participating in investigations of sexual assault are addressed in the *Unified Disciplinary Procedures for Sexual Assault by Students and Student Organizations*, which can be found at:

<http://www.dartmouth.edu/sexualassault/>

Procedures for Sexual Harassment, Domestic Violence, Dating Violence, or Stalking

Procedures for the investigation and resolution of complaints against students for Sexual Harassment, Domestic Violence, Dating Violence and Stalking will follow the process and hearing procedures set forth in the Dartmouth Graduate Studies Academic and Conduct Regulations

(<http://graduate.dartmouth.edu/services/graduatestudenthandbook.html>) shall apply.

Other Code of Conduct Violations

In the case of a suspected Conduct Code violation other than assault or sexual harassment, Thayer's Senior Associate Dean of Academic Affairs will consult with the parties concerned and determine what further action is appropriate. If the student(s) so choose, the Senior Associate Dean may elect to resolve the matter without a hearing; if an agreement is not reached, either the Senior Associate Dean or the student has the right to bring the matter before the Thayer School Conduct Committee for resolution.

Thayer School Conduct Committee

1. The Thayer School Conduct Committee will convene to hear charges of conduct code that are not resolved by agreement between the student and the Senior Associate Dean of Academic Affairs. It will be composed of two graduate students and two faculty members plus the relevant Program Director, who will act as the non-voting chair of the committee but may vote to resolve a tied vote. Student committee members will be selected in their order of listing from a slate of four nominees developed by the Thayer Council. The third and fourth nominees will serve as alternates. Faculty members will be appointed by the Thayer School Dean.
2. The Committee's disposition of cases will be final in all instances where no guilt is found and no action is taken. All other cases may be appealed to the Thayer School Dean.
3. The Committee will adopt such rules and procedures, as it finds necessary.
4. The Committee may request information/reports from students, staff, faculty, and administrative officers, on any matter pertaining to its function.
5. A majority vote is required for all decisions.
6. The Committee will maintain a record of all proceedings that will be made available to the Thayer School Dean upon request. Although confidentiality is desired, in the case of proceedings involving possible violation of civil law all materials are necessarily open to the appropriate authorities. If the results of a disciplinary hearing are to become a part of a student's record, either temporarily or permanently, notice will be given to the student concerned.

7. As soon as is practicable after hearings are completed, the Committee will report to the Dean and involved parties its findings and recommended action. No recommended penalty will be enforced without concurrence by the Dean.

Rights of Students Appearing Before the Conduct Committee

1. Notification of the charges, against a student shall be in writing and shall contain a concise statement of the alleged facts that 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 Conduct Committee may elect to hold an abbreviated hearing for the purposes of determining the appropriate penalty.
4. A student may choose an advisor (with the exception of the Thayer School Dean) to assist in the defense against the charge. This advisor may be any member of the Dartmouth community (student, staff, or faculty). The student may elect to have a private hearing or an open hearing, but the Committee may limit the number of persons at an open hearing, and may, if a disturbance occurs, order the hearing to be conducted in private.
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 Committee shall base its decisions on matters of fact, and solely upon evidence introduced at the hearings.
8. Formal rules of evidence shall not apply. The Committee may consider any testimony or evidence unduly repetitious or immaterial, or to have been improperly obtained.
9. A student facing such processes and charges is encouraged to meet with the Thayer School Assistant Dean of Student Affairs for clarification of any questions he/she may have.

APPEALS BOARD ON STANDING AND CONDUCT FOR GRADUATE STUDENTS IN ARTS AND SCIENCES PROGRAMS

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

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with Dartmouth College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries or complaints concerning Dartmouth's compliance with the regulations implementing Title VI (race, color, national origin), Title IX (sex equity), the Age Discrimination Act of 1975, or section 503/504 of the Rehabilitation Act of 1973 (disability), the Americans with Disability Act of 1990 is directed to contact the Office of Institutional Diversity & Equity, Suite 304 Blunt Alumni Center, Hanover, N.H. 03755, (603) 646-3197.

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, Massachusetts, 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; Age Discrimination Act of 1975, 45 C.F.R. part 90; or Section 504, 34 C.F.R. Part 104.

In addition, the College provides protection from discrimination on the basis of religion, creed, sexual orientation, and Vietnam-era veteran status. Any person may contact the Office of Institutional Diversity & Equity, Suite 304 Blunt Alumni Center, Hanover, NH, 03755, (603) 646- 3197 with inquiries or complaints regarding these additional bases for nondiscrimination. The Director of EO/AA serves as a Title IX Coordinator for the College.

STUDENT GRIEVANCE PROCEDURE

Dartmouth College and Thayer School of Engineering are committed to a policy of non-discrimination to assure that its educational programs and activities are available to all students regardless of sex, disability, religion, sexual orientation, race, color, or national origin. The Thayer School grievance procedure outlined below provides a means to assure prompt due process to any student who believes that she or he has been discriminated against on the basis of sex, disability, religion, sexual orientation, race, color, or national origin.

Association with Dartmouth College and the Thayer School involves participation in a free and open community where all persons 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 student who feels discriminated against for these reasons may also use the grievance procedure.

1. Resolution by Informal Negotiation Between the Parties Involved

A Thayer student, who feels he or she has been discriminated against on the basis of sex, disability, religion, sexual orientation, race, color, or national origin, should first seek a resolution of the problem through informal discussion. Initially the student should discuss the problem with the faculty, 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 Dean as indicated in 2 below. 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 the advice of the Affirmative Action Officer of the College or the Associate Dean for Academic Affairs who, with the student's permission, will seek to resolve the problem through discussion with the involved parties.

2. Intervention by the Dean

If a resolution is not reached through informal negotiation, the student should prepare a written statement of the allegations and submit it to the Dean. The Dean, or his designee, will have three weeks to: a) achieve a settlement by negotiating with the parties identified in Section 1; b) submit the case for consideration by a Committee for Student Grievances.

3. The Committee for Student Grievances

A. Composition: The Thayer School Grievance Committee shall be a committee appointed by the Dean composed to two students from a slate submitted by the student chapter of the Thayer Council and two members of the faculty of administration. At least one of the committee members will be a female and one will be a minority, with the further constraint that both will not be students. In the event that such representation cannot be satisfied within the Thayer School, the Dean shall request the College Affirmative Action Officer to suggest additional names for appointment to the Committee. The Dean shall appoint the Chair as a fifth member.

B. The Committee will conduct a hearing as soon as is practicable after notification by the Chair. Both the student who initiated the grievance and the person against whom the grievance is lodged may make statements and bring evidence; either party has the right to be represented by counsel or other representative. However, the School (or respondent) 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 that information to the other party or parties, including the Chair 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 will be empowered to seek additional information or testimony that it finds relevant to resolving the grievance.

The Chair 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 an executive 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 presented regarding the case and all parties to the hearing may have access to this record. All finding, recommendations, and conclusions by the Grievance Committee shall be based solely on the evidence presented as part of the hearing. A majority vote of the Committee shall determine the final decision.

C. The Committee will submit to the Dean a written report detailing its findings within five working days after the termination of hearings. If sufficient evidence to confirm the allegation of discrimination has been presented, the Committee should present its recommendations for rectifying the discrimination. (In case the hearings have to be adjourned to gather more information, the total adjournment time cannot exceed ten working days.)

D. The Dean can accept the findings and recommendations of the Committee or remand the grievance to the Committee for the purpose of either rehearing a grievance in order to consider new information or proposing alternative methods of rectifying the situation.

E. The Dean shall render his decision in the case and communicate it to the appellant and the Committee. The appellant may appeal the Dean's decision to the President of the College, who shall then act as final judge.

ACADEMIC STANDING

Voted – June 24, 2010

The following statements describe the policies and procedures with respect to students in the master's and doctoral programs whose academic performance is unsatisfactory.

A student in *unsatisfactory standing* is not eligible for fellowships, teaching or research assistantships or federal loans.

Grade Standards, Probation, Unsatisfactory Standing

BE Students:

The B.E. candidate must maintain a grade average of C+ or better. Students who fail to maintain a C+ average in any term will be placed on probation. Failure to obtain a C+ average in any term while on probation may result in dismissal.

B.E. candidates will be required to meet two standards, in addition to earning a minimum GPA of 2.33:

- (i) no more than three (3) courses with grades below C, where C- is below C, will be counted towards the BE degree; and
- (ii) this number of 3 will be computed from all courses taken to satisfy BE requirements, excluding the prerequisites to the major in engineering sciences.

Masters and PhD Students:

1. A student who has received more than one LP grade or who has received one NC grade will be placed on *probation* for one term.
2. At the end of a term during which a student was on probation, the MEM or MS/PhD Program Committee, in consultation with the student's advisor for MS students or the students' Special Advisory Committee for PhD students, will review the student's progress. If progress on coursework and research is satisfactory (normally this will mean a Pass grade or equivalent, but the Committee may require other evidence such as a report on research performed) the student will be removed from probation. If progress has not been satisfactory the student will be placed in *unsatisfactory standing*. A student may also be placed in *unsatisfactory standing* if the student receives more than two LP's or more than one NC, and may be suspended or permanently dismissed from the program by the MEM or MS/PhD Program Committee. A student in *unsatisfactory standing* is not eligible for fellowships, teaching or research assistantships or federal loans.
3. If, after being removed from probation, a student receives a grade of LP or lower, the MEM or MS/PhD Program Committee, in consultation with the student's advisor for MS students or the students' Special Advisory Committee for PhD students, will review the student's progress and will place him/her either on *probation* or in *unsatisfactory standing*.
4. A student in *unsatisfactory standing* will be reviewed at the end of each term by the MEM or MS/PhD Program Committee, in consultation with the student's advisor for MS students or the students' Special Advisory Committee for PhD students. The Committee may either place the student in satisfactory standing (with or without *probation*), continue the *unsatisfactory standing* or recommend to the Director that the student be separated.

Timely Completion of Degrees

In addition to satisfactory performance in courses and research, a student is expected to make progress toward completing a degree in a timely fashion. The following procedures apply:

Master's Program

1. All Master's students are expected to complete degree requirements within seven terms.
2. Students with special preparation (e.g. a degree not in engineering or not in the area of the thesis) will be informed, upon admission, how long they are expected to take to complete the degree.
3. If the above time expectations are not met, the MEM or MS/PhD Program Committee, in consultation with the thesis committee chair, will review the student's progress at the end of the time period specified above and each term thereafter, to determine if the student should be placed in unsatisfactory standing.

Doctoral Program

1. Students who do not meet the requirements of the academic performance review and who do not complete the *oral examination* or the *thesis proposal* within the time limits specified in the degree requirements (Bulletin, p. 58) will be reviewed by the MS/PhD Program Committee, in consultation with the thesis committee chair, which may, if appropriate, decide to put the student on *probation* or in *unsatisfactory standing*.
2. A student who has not completed a thesis twelve terms after the *thesis proposal* will be reviewed by the MS/PhD Program Committee, in consultation with the student's Thesis committee, and may be put in *unsatisfactory standing*. This review will reoccur in each subsequent term.

Withdrawal and Suspension

If a student has withdrawn in good academic standing, the student will be eligible for fellowship funds, tuition scholarships and, if qualified, for loan funds upon re-admission. A timely application is necessary, however, in order to insure that funds are available.

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

Appeal

If the student feels that the consequences of these procedures are inappropriate, due to particular extenuating circumstances, she/he has the right to appeal to the Dean.

The Dean may elect either to decide on the merits of the appeal or to appoint a committee of two faculty, two students recommended by the student chapter of the DSE, and the Director, to hear the case. This committee will make its recommendation to the Dean who may then either:

- a) accept the committee recommendation, or
- b) submit the matter to the faculty for decision; the two student members of the committee will be invited to participate in the discussion.

TUITION CHARGES AND REGISTRATION

Full-Time Students

A graduate student enrolled in two or more courses, or in the graduate research course ENGG 298 (Graduate Research), is considered a full-time student. A full-time student who is in good academic standing is considered to be making satisfactory progress unless the Graduate Program Committee has placed the student in unsatisfactory academic standing or taken action to separate the student.

Research Courses

Research that may lead to a graduate thesis is performed under the aegis of ENGG 296 (one credit), 297 (two credits) and 298 (three credits). To maintain full-time status (three credits), students must register for the appropriate research course, i.e., a student taking two courses should register for ENGG 296 and a student taking one course should register for ENGG 297

Student performance is evaluated each term by their advisor. For first year doctoral candidates, performance is graded for the first three terms and recorded on the student's internal transcript. Note, the final transcript that is prepared upon graduation does not contain grades for research.

B.E. Candidates

1. Degree candidates enrolled in two or more courses will be charged full tuition for each of their first three terms of residency.
2. Degree candidates requiring more than three academic terms in residence to complete requirements during the fourth and subsequent terms will be charged tuition based on the number of courses for which they register.
3. Students paying less than the full term tuition rate who wish Health Care Service at Dick's House must apply for that coverage and will be billed at the rates established by the College.
4. Each full-time student paying full tuition is entitled to Health Care Service at Dick's House without additional charge.

M.E.M Candidates

1. For Dartmouth MEM degree candidates (BE/MEM's): After six terms in residence, tuition will be based on number of course for which they register.
2. For Non-Dartmouth MEM degree candidates: After four terms in residence, tuition will be based on the number of courses for which they register.

M.S. Candidates

1. Degree candidates enrolled in two or more courses (or ENGG 298, Graduate Research) will be charged full tuition for each of their first five terms of residency.
2. Except for candidates registered in absentia, all M.S. candidates are regarded as "full-time students paying full tuition" and thus entitled to Dick's House Health Care Service. M.S. degree candidates receiving a graduate research assistantship, funded by contract research, will receive a credit toward medical insurance if purchased through the College.

Doctoral Candidates

1. Degree candidates enrolled in two or more courses (or ENGG 298 Graduate Research) will be charged full tuition for each term of residency.
2. Except for candidates registered in *absentia*, all Doctoral candidates are regarded as “full-time students paying full tuition” and thus entitled to Dick’s House Health Care Service. Ph.D. degree candidates receiving a graduate research assistantship, funded by contract research, will receive a credit toward medical insurance if purchased through the College.

In Absentia Candidacy

1. With approval of the Dean or Program Director, the B.E. project, the Master’s thesis, and the Doctoral dissertation may be completed in *absentia* (i.e., no use of Thayer School facilities). Residency, course work, and all other non-project/thesis/dissertation degree requirements must be completed in order to request *in absentia* candidacy. Before going *in absentia*, it is important for you and your advisor to work out who will be paying the tuition fee. In all cases, the student is responsible to pay this fee in order to graduate with their degree. Students who have not completed their thesis and do not maintain *in absentia* status will be assumed to have withdrawn.
2. Candidates approved for completion of their degree requirements *in absentia* will, be charged a fee of 10% of the regular academic term tuition for each term of *in absentia* candidacy. The *in absentia* status requires payment of this tuition in order for you to stay registered with Thayer. This status does not allow you to work at Dartmouth, remain on campus or use the facilities. If you do not communicate your intention to Thayer, and if this tuition is not paid, we will assume that you intend to not finish your degree program.
3. Degree requirements must be satisfied no later than the end of the Spring Term of the third academic year following the last term of residency.
4. *In absentia* degree candidates will be responsible for payment of their health insurance. If it is no longer needed, you will need to complete a waiver form through Health Services where you will need to show proof of insurance as well as completing an Insurance Exit Form (available from the Thayer Registrar).

Special Students

1. Students are admitted to the Thayer School as Special students when their prior preparation does not fully satisfy prerequisites for Thayer School post-A.B. degree programs. Special student status is normally reflective of a deficiency of more than three courses in meeting entrance requirements to Thayer School. Students may also be admitted as Special students on a trial basis, if their ability to succeed in a graduate program is questioned.
2. Tuition charges for Special students are based upon the number of courses for which they enroll.
3. Students enrolled as Special students are ineligible for financial aid. They may be considered for hourly employment as their background permits.
4. Special students enrolled and paying tuition for fewer than three courses who wish Health Care Service at Dick’s House must apply for that coverage and will be billed at the rate established by the College. Special students paying full tuition for three courses are entitled to Dick’s House Health Care Service at no additional charge.
5. Special students must apply for admission as formal degree candidates in the term during which they will have satisfied all course requirements prerequisite to admission to that degree program, or in their third term,

whichever comes first. Extension of the Special student status beyond three terms can only be granted under exceptional circumstances.

6. No more than three courses taken as a Special student can count toward a degree requirement.

Part-Time Students

1. Thayer School will not accept degree candidates on a part-time basis except those applicants/candidates employed within, or in the vicinity of, the "Upper Valley."

2. Part-time degree candidacy will be permitted only upon approval from the MS and PhD Director.

3. Tuition will be based on the number of courses for which the candidate is enrolled.

4. Residency requirements are satisfied at the rate of one-third term per enrolled course.

5. When all degree requirements, other than the thesis, are completed, part-time candidates are required to be registered for thesis work in each subsequent term until the residency requirement has been fulfilled. Part-time candidates may elect to complete their thesis in absentia with approval of their thesis committee and the Dean or Director.

Leave of Absence

Students who will not be working toward completion of their degree requirements may apply for a leave of absence. Normally a leave of absence will be granted for a period of up to one year and a student may re-enroll at his or her convenience. After one year, the student will be required to reapply for admission. Students who have completed all requirements except for completion of a thesis or project will normally be considered in absentia and not on leave.

Project/Thesis/Dissertation - Grace Period

1. A ten-day grace period is established at the beginning of each term. The grace period is measured in calendar days from the Check-In day.

a) If the Chairman of the student's thesis/project committee informs the Registrar prior to Check-In that the student is expected to complete requirements within the grace period, and if the defense is held no later than the fifth day after Check-In, then:

i. If the final copy of the thesis/project is submitted within the grace period, there is no tuition charge.

ii. If the final copy of the thesis/project is submitted after the end of the grace period, the tuition fee is the absentia fee.

b) In all other cases, the normal tuition fees are due.

2. When delays in completing thesis/project requirements occur due to competing demands for faculty time, if the Chairman so informs the Dean prior to the expiration of the grace period, then part-tuition awards may be available to ensure fairness of tuition charges. Otherwise, normal tuition fees are due.

DARTMOUTH COLLEGE

STUDENT RECORD CONFIDENTIALITY AND INSPECTION POLICY

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 their education records, amend those records when appropriate, and consent to the disclosure of personally identifiable information contained in their records, with certain exceptions. "Education records" are those records, files, documents and other materials which contain information directly related to a student and which are maintained by the College or someone acting on its behalf. Education records do not include:

1. Records of instructional, supervisory, administrative or educational personnel in the sole possession of the maker, not accessible or revealed to others except a substitute;
2. Records of the Safety and Security Office used for law enforcement purposes;
3. Records of a student 18 years of age or older, made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in that capacity and maintained for the purpose of treating the student;
4. Employment records, except those pertaining to student employment through the College work-study program and similar programs; and
5. Records containing only information concerning a person's activities after graduation or withdrawal from the College;

In pertinent part, the College will not release personally identifiable information from a student education record without the student's prior written consent, except:

1. Directory information, unless the student objects in writing to the registrar by October 1 in a given academic year can be disclosed. Directory information is that which is generally thought not to be harmful or an invasion of privacy if disclosed. This includes a student's name, sStudent ID number, age, date and place of birth, dates of attendance, enrollment status, degree sought, field of study, awards and honors, address, telephone number, Dartmouth email address, previous educational institutions attended and degrees awarded, extracurricular activities and student photo.
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2. To school officials who have a legitimate educational interest in the student.
3. Under certain circumstances, to the officials of another school, school system, or institution of postsecondary education where the student seeks to enroll.
4. To authorized representatives of the government in connection with an audit or evaluation of federal or state supported education programs, or for enforcement of compliance with federal legal requirements that relate to those programs.
5. In connection with financial aid for which the student has applied or which the student has received when necessary for a determination of eligibility, amount, conditions and enforcement of the terms and conditions of the aid.
6. To State and local officials or authorities under specific circumstances and State laws.

7. To organizations conducting studies for or on behalf of educational agencies related to predictive tests, student aid programs or to improve the institution.
8. To accrediting organizations.
9. To parents of a dependent student.
10. To comply with a judicial order, subpoena, or special court order after reasonable effort to notify the parent or student, except under specific circumstances.
11. In conjunction with a health or safety emergency.

The College may also disclose to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by the College regarding the alleged crime or offense. Similarly, the College may disclose to the parents of a student, the student's violation of any Federal, State or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance when there has been a determination that the student has committed a disciplinary violation with respect to that use or possession and the student is under the age of 21.

Although students have the right to review their own education records, they may not inspect and review:

1. Financial records of parents; and
2. Confidential letters and confidential statements of recommendations related to the student's admission, application for employment or receipt of an honor or honorary recognition to which a student has waived the right of access.

Student education records are located primarily in the offices of the Dean of the College, the Registrar, and the various academic departments. Students may submit a written request to inspect their records with the person who is responsible for maintaining them. After reviewing the education record, a student who believes that the record reviewed is incorrect or misleading may ask to have the record amended. 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 record is affirmed after the hearing, the student may have placed in the file a statement commenting on the contested information and stating why the student disagrees with the decision of the institution.

Copies of the Dartmouth College Student Records Policy, which details the rights summarized above and any applicable federal laws, are available in the Office of the Dean of the College. If a student has a concern about the College's compliance with applicable federal laws concerning his or her education record, he or she should bring this to the attention of the Dean of the College. A student has the right to file a complaint concerning alleged failures by the College to comply with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, DC 20201.

DARTMOUTH COLLEGE POLICY AND PROCEDURES FOR SAFEGUARDING INTEGRITY IN RESEARCH, RESEARCH TRAINING, AND OTHER RELATED ACTIVITIES

Overview

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

Role of the Council on Sponsored Activities

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

Misconduct Defined

In this policy misconduct is defined as the fabrication of evidence, the falsification of data, plagiarism, and other actions that seriously deviate from commonly accepted standards for proposing, conducting, and reporting research. Misconduct also includes attempts to cover up instances of misconduct, harassment or retaliation against a person or persons who made a legitimate allegation of misconduct, and malicious allegations of misconduct. Misconduct does not include honest error or genuine difference of opinion.

Procedures for Processing Reports of Misconduct

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

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

The following pages (23-38) detail the procedures to be followed in cases where scientific misconduct has been alleged or is suspected. While rather detailed, they are provided here as part of this Handbook so that any reader who might find him or herself having to confront such an issue will have available to them information on how to proceed.

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

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

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

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

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

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

The Provost will inform the complainant and respondent about the composition of the Panel, the process, the time schedule for completing the inquiry and any rights that they have in the process. The complainant and the

respondent have the right to comment on the composition of the Inquiry Panel and may raise questions concerning the membership. The Panel will conduct the inquiry by reviewing the evidence and interviewing the parties involved, as well as any other relevant witnesses.

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

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

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

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

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

occurred, disciplinary actions will be initiated in accordance with applicable College policies for faculty, staff, and students.

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

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

If the detailed investigation concludes that misconduct did not take place, efforts will be made: 1) to ensure that the reputation of the person alleged to have committed misconduct is not damaged; and 2) to ensure that no retaliatory action be taken against the individual who made the original allegation, unless there is a determination that the allegation was maliciously motivated, in which case disciplinary action should be taken. Regardless of the conclusion, copies of the final report will be provided to the Provost, the appropriate Dean, the Chair of the Council on Sponsored Activities, the individual against whom the allegation of misconduct was made, the Inquiry Panel, and the Director of Grants and Contracts (if extramural funding was involved). A copy of the complete investigation record must be kept in the Provost's office and in the Dean's office.

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

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

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

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

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

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

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

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

8. POLICIES – RULES & REGULATIONS

STUDENT ALCOHOL POLICY

(full policy available at <http://www.dartmouth.edu/~deancoll/student-handbook/alcohol.html>)

Dartmouth College

Preamble: The primary concern of the alcohol policy is the health and safety of members of the College community. As part of Dartmouth's overall alcohol education efforts, the alcohol policy aims to deepen student awareness of the problems that the abuse of alcohol can create, and to involve the College and members of the College community in helping to alleviate these problems whenever possible. The College's primary goals in this area remain educational ones: to develop alcohol guidelines that are clear, readily understood, consistent, and equally applicable to all students; to create a non-coercive social environment for those who choose not to drink; to promote moderation, safety, and individual accountability for those who choose to drink; and to maintain a community where the effects of alcohol abuse and the problems of behavior associated with it are openly discussed. Therefore, all members of the community need to be mindful of their responsibility to lend assistance to others in need of help because of a problem relating to alcohol. Also, the Board of Trustees has affirmed its commitment to eliminate the abuse and unsafe use of alcohol at Dartmouth and continues to endorse the focus on alcohol education and counseling in order to provide a safe environment for those who choose to drink alcohol. The specific policies that follow apply to all Dartmouth students on or off campus. These policies also apply in connection with student programs, events, and activities of the College and its recognized student organizations. College-recognized organizations include, but are not limited to, the following: Greek Letter Organizations and Societies (GLOS), senior societies, undergraduate societies, COSO recognized groups, athletic teams, residence hall councils, class councils, etc. For the purposes of this policy, College-recognized organizations also include any group that has matriculated Dartmouth College students as a majority of its members and has official College status.

If an individual College department or office, in order to ensure consistency with its mission and objectives, develops more restrictive policies regarding the possession, use or distribution of alcohol, then the department or office will notify those affected and the more restrictive policy will apply.

I. Possession or consumption of alcoholic beverages by individuals under the applicable legal drinking age is a violation of College policy. Purchasing alcohol or attempting to purchase alcohol for an individual under the legal drinking age, or distributing alcohol to an individual under the legal drinking age either by someone over the legal drinking age or by someone under the legal drinking age through the use of false identification is prohibited.

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

III. Good Samaritan Policy. Student health and safety are the primary concerns of the Dartmouth community. Students are expected to contact Safety and Security when they believe that assistance for an intoxicated/impaired student is needed. The Department of Safety and Security (DOSS) will assist intoxicated individuals by providing or facilitating transport to medical facilities at the College Health Service, Dartmouth-Hitchcock Medical Center, or by taking other protective measures. In case of medical emergency, students should call 911 for assistance by local police, fire safety or medical professionals. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to College disciplinary action with respect to the alcohol policy. (This policy does not preclude disciplinary action regarding other violations of College

standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this College policy does not prevent action by local and state authorities.) Safety and Security will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students' well-being. Other information may also be recorded to enable any other necessary follow-up.

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

The Office of Parking & Transportation Services and other appropriate offices may request and receive information regarding a student's history under the Good Samaritan Policy for purposes of determining eligibility for College driver certification.

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

V. Students of legal drinking age may drink in their rooms, may drink in the common spaces of residential facilities (unless alcohol is present and there are 10 or more students, in which case a social event needs to be registered), and may drink in GLOS houses, senior and undergraduate society physical plants, although other social events there with alcohol must be registered. (See Section IX for information about registration of social events with alcohol.) Students of legal age may also drink at registered social events in other designated social spaces. (See Section IX for a list of locations at which social events may be registered.)

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

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

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

VII. Common sources of alcohol (kegs, half-kegs, quarter-kegs, beer balls or punches) are not permitted in College residence halls or on the premises of any College-recognized organizations, without approval from the GLOS office or the Collis Center for Student Involvement. Special exceptions to this provision may be granted by the GLOS office or the Collis Center for Student Involvement, or by the Deans of the graduate and professional schools to graduate organizations and activities. Punches are strictly prohibited.

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

IX. No College funds designated for student programming and activities, nor

COSO, GLOS, undergraduate society, or other funds designated for College-recognized student organizations, may be used for the specific purchase of alcohol. Such funds may be used for training or employment of servers (see section XI) or for the purchase of food and non-alcoholic beverages. No alcoholic beverages may be purchased through the treasury of any College-recognized organization. This policy shall not apply to religious practices of those religious organizations recognized by the Tucker Foundation. Special exceptions to this

provision may be granted to undergraduate organizations or activities by the Greek Letter Organizations and Societies (GLOS) office or the Collis Center for Student Involvement, or by the Deans of the graduate and professional schools to graduate organizations or activities.

X. Events at which alcohol may be present must conform to the Social Event Management Procedures (SEMP), which may be obtained online at www.dartmouth.edu/~orl/greek-soc/sempp/.

Those procedures state that a social event involving alcohol must be registered unless: (1) the event is confined to the student's private room on campus and does not affect the immediate environs; or (2) the event occurs in a common area of a residential facility and the attendance is fewer than 10 people; or (3) the event occurs in a GLOS, undergraduate or senior society physical plants or other designated social space (see list below) and does not exceed 50 people.

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

1. Collis Common Ground and other specified spaces in Collis
2. Residence hall common spaces
3. GLOS physical plants
4. Undergraduate and Senior Society physical plants
5. Tom Dent Cabin
6. Hanover Inn
7. Top of the Hop
8. Other designated public social spaces

All individuals and organizations must register social events on-line at www.dartmouth.edu/~orl/greek-soc/sempp/.

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

XI. At social events where alcohol is present, all servers must be 21 years old or employed by a licensed caterer. All servers must be Dartmouth trained or approved professionals. Health Resources facilitates a training program designed to teach problem-solving related to alcohol use and abuse, knowledge of the College alcohol policy and the alcohol laws of the State of New Hampshire, recognition of emergency situations and elementary emergency training, preparation and clean-up procedures related to serving, and additional information presented by the training staff.

Adjudication of Violations of the Student Alcohol Policy

Adjudication of the College alcohol policy is informed by the College's primary concern for the health and safety of the College community. First-time violations of the alcohol policy will result in a referral to Dartmouth's educational and medical intervention programs in lieu of a disciplinary sanction. Students must participate in these programs to avoid a disciplinary sanction. In addition, students are encouraged to talk with their undergraduate dean, counselors, and/ or alcohol educators, about the role alcohol is playing in their life at Dartmouth.

Dartmouth imposes disciplinary sanctions for violations of the alcohol policy as a means to educate students and deter behavior that negatively impacts the individual or the community. If a student fails to complete the education/medical program, repeatedly violates the alcohol policy, or violates other college policies, he or she will be subject to disciplinary sanctions that usually include compliance with the education/ medical program. Sanctions increase in severity with repeated offenses and serious misconduct.

NOTE: The Good Samaritan Policy applies to any alcohol policy offense, regardless of the student's previous disciplinary history. Students who wish to avoid sanctions as a result of the Good Samaritan Policy must participate in the educational/medical program to be eligible for the Good Samaritan exemption. This policy does not preclude disciplinary action regarding other violations of College standards, such as causing or threatening physical harm, sexual misconduct, damage to property, harassment, hazing, etc. Students should also be aware that this College policy does not prevent action by local and state authorities.

Driving Under the Influence

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

Alcohol Laws of the State of New Hampshire

The following summary of some pertinent state laws regarding alcohol is not exhaustive, and is subject to change. If students have questions concerning the scope and applications of the law, they should consult legal counsel.

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

1. Sell or give away any alcoholic beverage to a person under the age of 21 or to any intoxicated person regardless of age. NH RSA 179:5. Violation is a Class A misdemeanor: up to one year in jail and/or \$2,000 fine.
2. Sell, transfer, gift or deliver, leave, barter, or exchange with another any liquor or alcoholic beverage without a state issued permit. Charging admission at the door of an event at which alcohol is served may be considered by State officials to be a "sale" requiring a state liquor license. NH RSA 178:1. Violation is a Class B felony; individual incarceration up to 7 years; \$4,000 fine; corporate fine not to exceed \$100,000.
3. If under 21:
 - a. To falsely represent your age for the purpose of obtaining liquor or other alcoholic beverage. NH RSA 179:9. Violation is a misdemeanor for first offense, with a minimum fine of \$500; second or subsequent offense, minimum fine of \$1,000.
 - b. Possess, use or display in any manner a false identification card, document, license, or any other document which misrepresents a person's age for the purpose of purchasing liquor, or alcoholic beverages. NH RSA 179:9. Violation is a misdemeanor; first offense, minimum fine of \$500, second or subsequent offense, minimum fine of \$1,000; withdrawal of drivers license or issued ID card for 90 days.
 - c. Possess any liquor or alcoholic beverage, or be intoxicated by consumption of an alcoholic beverage. NH RSA 179:10. This is a violation level offense. First offense, minimum fine of \$300; second offense, minimum fine of \$600. For purposes of this section, .02% or more for persons under the age of 21, is evidence of intoxication.
 - d. Operate a motor vehicle in which open containers of alcoholic beverages are found. NH RSA 265A:44. This is a violation level offense which shall be subject to a \$150 fine and can result in suspension of driver's license for 60 days for a first offense and up to one year for subsequent offenses.
 - e. Have a blood alcohol concentration of .08% or more if 21 or over and .02% or more if under 21 and:
 - i. Operate a motor vehicle while under the influence of alcohol or any controlled drug or any combination of alcohol and controlled drug. NH RSA 265-A:2. Violation is a Class B Misdemeanor with a minimum fine of \$500; completion of an impaired driver intervention program; revocation of privilege to drive for minimum of 90 days, up to two years, and possible required drug or alcohol treatment. NH RSA 265-A:18.
 - ii. Operate a motor vehicle, while under the influence and drive over 30 mph or cause a vehicle collision resulting in serious injury to person of another, or attempt to elude police. NH RSA 265-A:3. Violation is a Class A misdemeanor; minimum fine of \$750; mandatory sentence of not less than 10 days, completion of an impaired driver intervention program, minimum license revocation of 18 months, up to 2 years, possible required drug or alcohol treatment.
 - iii. Penalties for intoxication or under the influence offenses vary and are more stringent for subsequent convictions.
4. Commit an overt act which allows drug use or underage drinking in a room to which a student is assigned or in a house or apartment which a student owns or occupies if five or more under age 21 people are present. (It is an affirmative defense to prosecution to take action to terminate the party once it is underway, to engage in conduct to prevent the party or to give timely notice of the party to law enforcement.) NH RSA 644:18. Violation is a misdemeanor; up to one year in jail and/or \$2,000 fine.

Adjudication of Violations of the Student Alcohol Policy

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

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

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

Driving Under the Influence

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

Definitions used in the Alcohol Policy

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

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

Public Intoxication

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

Designated social spaces

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

Alcohol Laws of the State of New Hampshire

The following summary of some pertinent state laws regarding alcohol is not exhaustive, and is subject to change. If students have questions concerning the scope and applications of the law, they should consult legal counsel.

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

1. Sell or give away any alcoholic beverage to a person under the age of 21 or to any intoxicated person regardless of age. NH RSA 179:5. Violation is a misdemeanor: up to one year in jail and/or \$2,000 fine.
2. Sell, transfer, gift or deliver, leave, barter, or exchange with another any liquor or alcoholic beverage without a state issued permit. Charging admission at the door of an event at which alcohol is served may be considered by State officials to be a "sale" requiring a state liquor license. NH RSA 178:1. Violation is a Class B felony; individual incarceration up to 7 years; \$4,000 fine; corporate fine not to exceed \$100,000.
3. If under 21:
 - a. To falsely represent your age for the purpose of obtaining liquor or other alcoholic beverage. NH RSA 179:9. Violation is a misdemeanor for first offense, with a minimum fine of \$500; second or subsequent offense, minimum fine of \$1,000.
 - b. Possess, use or display in any manner a false identification card, document, license, or any other document which misrepresents a person's age for the purpose of purchasing liquor, or alcoholic beverages NH RSA 179:9. Violation is a misdemeanor; first offense, minimum fine of \$500, second or subsequent offense, minimum fine of \$1,000; withdrawal of driver's license or issued ID card for 90 days.
 - c. Possess any liquor or alcoholic beverage, or be intoxicated by consumption of an alcoholic beverage. NH RSA 179:10. Violation is a misdemeanor; first offense, minimum fine of \$300; second offense, minimum fine of \$600. For purposes of this section, alcohol concentration of .08% for persons 21 or over and .02% or more for persons under the age of 21, is evidence of intoxication.
 - d. Operate a motor vehicle in which open containers of alcoholic beverages are found. NH RSA 265:81. This is a violation level offense which shall be subject to a \$150 fine and can result in suspension of driver's license for 60 days for a first offense and up to one year for subsequent offenses.
 - e. Have a blood alcohol concentration of .08% or more if 21 or over and .02% or more if under 21 and:
 - i. Operate a motor vehicle while under the influence of alcohol or any controlled drug or any combination of alcohol and controlled drug. NH RSA 265:82. Minimum fine of \$500; completion of an impaired driver intervention program; and revocation of privilege to drive for minimum of 90 days, up to two years.
 - ii. Operate a motor vehicle, while under the influence and drive over 30 mph or cause a vehicle collision resulting in serious injury to person of another, or attempt to elude police. NH RSA 265:82-a. Violation is a Class A misdemeanor; minimum fine of \$750; mandatory sentence of not less than 10 days; completion of an impaired driver intervention program; and minimum license revocation of 18 months, up to 2 years.
 - iii. Penalties for intoxication or under the influence offenses vary and are more stringent for subsequent convictions.
4. Commit an overt act which allows drug use or underage drinking in a room to which a student is assigned or in a house or apartment which a student owns or occupies if five or more under age 21 people are present. (It is an affirmative defense to prosecution to take action to terminate the party once it is underway, to engage in conduct to prevent the party or to give timely notice of the party to law enforcement.) NH RSA 644:18. Violation is a misdemeanor; up to one year in jail and/or \$2,000 fine.

STUDENT DRUG POLICY

(full policy available at <http://www.dartmouth.edu/~deancoll/student-handbook/alcohol.html>)

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

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

A violation of federal, state, or local laws concerning drugs is a violation of College regulations and is subject to College disciplinary action up to and including separation.

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

College Policy for Students

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

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

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

III. Distribution, Transfer, and Trafficking. Whenever, in the opinion of the Dean of the College or his/her designee, there is sufficient and credible information or other evidence from within the College or without that a student is or has been distributing, transferring or trafficking in illicit drugs or attempting, soliciting or conspiring to commit any of these offenses with others, or is or has been in possession of such amounts as to make this a reasonable supposition, the student may be temporarily suspended by the Dean of the College or his/her designee until the Committee on Standards hears the case.

Adjudication of Violations of the Student Drug Policy

Violation of the Student Drug Policy will subject students to sanctions ranging, for example, from reprimands with a referral to a drug education program and separation from the College depending upon the nature and circumstances of the case. Sanctions are not automatic.

In determining the appropriate sanction for violation of the policy, the Dean of the College, his or her designee and/or Committee on Standards will, at a minimum, consider the following circumstances:

1. How the violation was committed;

2. The amount and nature of the drug(s) involved;
3. The level of knowledge and intent of the student(s);
4. Delivery or attempted delivery of drugs; and
5. Prior offenses of the student(s).

This list is not exhaustive and other circumstances may be considered in the determination of a sanction. There may also be legal consequences for criminal charges that may result from the use, possession or distribution of illegal drugs.

State and Federal Drug Laws

The following summary of some pertinent drug laws is not exhaustive and is subject to change. If students have questions concerning the scope and applications of the law, they should consult legal counsel.

Importantly, any person who is convicted of possession or trafficking of a controlled drug under a state or federal drug statute will be ineligible for Federal benefits for a proscribed period of time. This includes the Federal benefit of Federal Financial Aid. 21 U.S.C.A. § 862. For more detailed information on federal laws regarding drug offenses and penalties see 21 USC Part D or contact the Office of the General Counsel at (603) 646-2444.

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

1. Possess, manufacture, control, sell, purchase, administer, transport, dispense, possess with an intent to sell, package or repackage any controlled drug or controlled drug analog, Penalties for this offense vary according to the nature and the amount of the drug. See NH RSA 318-B:26 for a list of all penalties.
2. Deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing that it is intended to be used to plant, grow, harvest, manufacture, produce, process, prepare, test, analyze, pack, store, conceal, ingest, inhale, or otherwise introduce into the controlled substance into the human body. NH RSA 318-B:2. Violation is a misdemeanor, up to one year in jail, up to \$2,000 fine.
3. Drive a motor vehicle while under the influence of any controlled drug. NH RSA 265-A:2. Violation is a Class B misdemeanor, minimum fine of \$750, completion of impaired driver intervention program, revocation of privilege to drive for minimum of 9 months, and possible drug or alcohol treatment.

CODE OF CONDUCT—NON-ACADEMIC REGULATIONS

The regulations regarding behavior that 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 on pages 39-40, in this handbook.

Violation of the conduct regulations set forth below may subject individuals or recognized organizations to disciplinary action. In the case of a suspected Code of Conduct violation Thayer's Senior Associate Dean of Academic Affairs will consult with the parties concerned and determine what further action is appropriate. If there is reasonable indication of a Code of Conduct violation, the Senior Associate Dean may decide the proper response or course of action, which may include a hearing with the Thayer School Conduct Committee. Cases of Sexual Assault and Sexual Harassment will be subject to the Hearing Procedures set forth in Dartmouth College Unified Disciplinary Procedures for Sexual Assault by Students and Student Organizations

(<http://www.dartmouth.edu/sexualassault/>) and the Dartmouth Graduate Studies Regulations:

(<http://graduate.dartmouth.edu/services/graduatestudenthandbook.html>)

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 the College.

1. **Alcohol.** Violation of the Student Alcohol Policy, as set forth in this Handbook on page 56, 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 this Handbook on page 61, 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 this Handbook following this section, 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 the College 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 the College. Further, individuals and recognized organizations are obligated to obey the decisions of the COS and Dean of the College, 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. Every student, graduate or undergraduate, owning or operating a motor vehicle at Dartmouth must register it annually with the College at the beginning of the year or whenever a vehicle is in the area for more than 48 hours. Married students must register their cars, despite joint ownership or other technical arrangements. Parking regulations are in effect upon a car’s arrival in Hanover. Students living in off-campus housing within the town limits of Hanover will be considered as residents for parking and not as commuters.

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

11. Excessive Noise. Noise that 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 this Handbook on page 76, 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 is 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 that 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 Misconduct/Assault. Students and organizations are prohibited from engaging in sexual misconduct or assault of any kind. Sexual misconduct is a form of sex discrimination and/or sexual harassment prohibited by College policy and federal and state law. The wide spectrum of behaviors encompassed by this regulation calls for a variety of sanctions. The most egregious behaviors encompassed by this regulation, and cases of repeated violations, will incur the most serious sanctions the College can impose, up to and including permanent separation from the College. See <http://www.dartmouth.edu/sexualassault/> .

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

All events and activities other than informal use may be permitted only upon application to, and approval of, the Events Office and, if necessary, the Town of Hanover. The Events Office will book approved events and activities on the College calendar.

The following rules will apply:

- 1). There shall be no permanent damage to turf, crosswalks, or trees, and no holes may be dug.
- 2). Permitted vehicle use will be limited to designated walks and drives only.
- 3). Stakes may not be driven into the ground without approval from Facilities Operations and Management (to avoid damaging underground utilities and sprinkler lines).
- 4). Temporary structures, including tents, will not be allowed on the Green. The Director of Facilities Operations and Management can grant exceptions to this policy under special circumstances and for prescribed periods of time. Temporary structures elsewhere require written approval of the Conference and Events Office. Such temporary structures, other than tents, must comply with the Town of Hanover zoning setback regulation.
- 5). Cost for set-up and clean-up afterward shall be borne by the sponsoring organization or department.
- 6). Intramural activities and club sports may not use the Green or other lawn areas at any time. Recreation fields for these activities are located at the following fields: Chase, Sachem, and Garipay. These areas are booked through the Athletic Department.

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

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.

COMPUTING CODE

(<http://www.dartmouth.edu/comp/about/policies/>)

I. General Provisions. Dartmouth College actively endorses the following Computing Code, formulated by the Council on Computing:

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

II. Resources. No one should deliberately attempt to degrade Dartmouth computer systems, networks, or personal computer performance, or to deprive other users of the resources of, or authorized access to, any College- or individually owned computer.

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

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

Unauthorized use of College-owned computing resources for commercial purposes is prohibited. When necessary for the maintenance of a system or network, Computing Services personnel may restrict the availability of shared resources.

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

Programs and files belong to the owner of the user number or directory containing the programs and files. They are presumed to be private and confidential unless the owner has explicitly made them available to the public. If the owner allows public access to files via file sharing, then it is presumed that the owner has waived his or her privacy rights to those files. When necessary for the maintenance of a system or network, Computing Services personnel may gain access to files belonging to others.

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

Programs and files that belong to the owner of a personal computer shall be subject to the same rights afforded to programs and files resident on any computer connected to the Dartmouth network. All programs and files are presumed to be private and confidential, unless the owner has allowed public access to his or her personal computer files via file sharing; in that situation, it is presumed that the owner has waived his or her privacy rights to those files.

Some programs gather information about the people who use them. If such information could directly or indirectly identify a person using the program, then each user should be warned and given a chance to leave the program before data collection begins. To avoid issuing excessive numbers of warning messages, an exception is made for host operating systems and some utilities that collect identifying information as part of their normal operation. A list of these exempted programs and the data that they collect is available from Computing Services and is on the PUBLIC file server. The provider of any program that gathers information about those who use it must either install a privacy warning or request Computing Services to place the program on the list of exempted programs.

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 office of Equal Opportunity and Affirmative Action 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 Office of Equal Opportunity and Affirmative Action, 1 McNutt Hall, 646-3197 (mailing address: 6018 McNutt Hall, Room 1, Hanover, NH 03755-3541).

If a complaint is brought against an undergraduate student employee or a student applicant for employment, the Office of Equal Opportunity and Affirmative Action may refer the report to the Dean of the College. The complaint will be processed using either the Equal Opportunity Grievance Procedure or the undergraduate disciplinary procedures. Information about the Equal Opportunity Grievance Procedure is available in the Office of Equal Opportunity and Affirmative Action.

In cases where the complaint is against an undergraduate student who is not an employee or applicant for employment, the report should be made directly to the Dean of the College, or referred to EO/AA and the complaint will be processed using the undergraduate disciplinary procedures.

In cases where a student has a complaint against a faculty member or an administrative and professional or a service employee, the initial report can 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, and the Americans with Disabilities Act of 1990, 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 Office 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 in the Academic Skills Center in Room 301, Collis Center (603-646-2014).

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.

DARTMOUTH COLLEGE SEXUAL HARASSMENT POLICY

It is Dartmouth's policy that all decisions regarding educational and employment opportunities and performance 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, and other verbal or physical conduct of a sexual nature when:

- o submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student,
- o 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
- o 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 community by publication in all employee and student handbooks.

Reporting Sexual Harassment Concerns

Staff of the Office of Institutional Diversity & Equity have consulted with offices around campus on the best means for protecting due process and confidentiality in the process of hearing sexual harassment concerns. Several offices have developed forms for intake interviews. A recent editing of our sexual harassment brochure, [Tell Someone](#), specifies appropriate individuals to whom to report sexual harassment concerns.

During evenings and weekends, employees and visitors who have concerns about sexual harassment or sexual assault should contact Safety and Security at 603-646-2234. A staff member at this number will be able to contact the Title IX Coordinator.

The legal definition of Sexual Harassment

Sexual harassment is a form of gender discrimination and violates both Title VII of the 1964 Civil Rights Act as well as State discrimination laws. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces the federal law.

The EEOC's guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- o Submission to such conduct is made an implicit or explicit condition of employment;
- o Submission to or rejection of such conduct affects employment opportunities; or
- o The conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

How to Report a Sexual Harassment Concern at Thayer School

All Thayer School students, employees, faculty, and applicants for employment and admission may use the procedure described below.

Where to Report a Sexual Harassment Concern

You may choose the person with whom you feel most comfortable. For Thayer School, the designated advisors are:

Ian Baker	Senior Associate Dean, Academic & Student Affairs	646-2184
Holly Wilkinson	Assistant Dean, Academic & Student Affairs	646-3483
Marcie Craig Jacobs	Assistant Dean, Administration	646-3058

Dartmouth College resources include:

Office of Safety and Security, 603-646-4000 non-emergency

603-646-3333 EMERGENCY
Title IX Coordinator 603-646-0922
Coordinator of the Sexual Abuse Awareness Program, 603-646-9414
Dick's House Counseling Center, 603-646-9442
Center for Gender and Student Engagement, 603-646-3456

Time Frames for Reporting a Sexual Harassment Concern

A person who has experienced sexual harassment should register the concern as soon as possible even if he/she is not necessarily planning to take action. In order to maximize the effectiveness of this procedure, individuals are advised to report a situation within six months or two academic terms, although complaints may be filed after this time.

Heather Lindkvist
Title IX Coordinator/Clery Compliance Officer
Heather.L.Lindkvist@dartmouth.edu
(603) 646-0922
http://www.dartmouth.edu/~uja/title_nine_sexual_misconduct.html

Where to Report a Sexual Misconduct Concern at Thayer School

You may choose the person with whom you feel most comfortable. For Thayer School, the designated advisors are:

Ian Baker	Senior Associate Dean, Academic & Student Affairs	646-2184
Holly Wilkinson	Assistant Dean, Academic & Student Affairs	646-3483
Marcie Craig Jacobs	Assistant Dean, Administration	646-3058

Dartmouth College resources include:

Office of Safety and Security, 603-646-4000 non-emergency
603-646-3333 EMERGENCY
Title IX Coordinator 603-646-0922
Coordinator of the Sexual Abuse Awareness Program, 603-646-9414
Dick's House Counseling Center, 603-646-9442
Dick's House Counselor-on-call 603-646-4000
(Call Department of Safety & Security and ask to speak with Counselor-on-call)
Center for Gender and Student Engagement, 603-646-3456

Outside resources include:

Hanover Police Department (HPD) 603-643-2222 non-emergency; 911 EMERGENCY
Dartmouth Hitchcock Medical Center (DHMC) 603-650-5000 non-emergency
911 EMERGENCY
WISE 1-866-348-9473 (Crisis Hotline)

Please consult Dartmouth's Title IX and Sexual Misconduct website at
http://www.dartmouth.edu/~uja/title_nine_sexual_misconduct.html for more information.

Policy Regarding Consensual Relationships and Conflict-of-Interest For All Graduate Students

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

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

If you find yourself in a position of being asked to evaluate or supervise anyone with whom you have, or have had, a sexual or romantic relationship you should immediately disclose this to the professor or person overseeing you, so that appropriate accommodations can be made. This will ensure you are not to be in a position to influence, or appear to influence, that student's grade, evaluation, or advancement.

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

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 Office of Equal Opportunity and Affirmative Action or the Student Disabilities Coordinator, in the Collis Center, 646-2014.

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.

FIREARMS

(full policy available at <http://www.dartmouth.edu/~deancoll/student-handbook/weapons.html>)

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

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

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

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

COLLEGE RULES GOVERNING POSSESSION. There are a number of specific rules governing the use and possession of firearms at the College.

A permit to possess firearms shall be issued by the Department of Safety and Security only after the applicant has taken and passed the standard N.R.A. Hunter Safety Course and further demonstrates the student's understanding of local and state laws governing the use of firearms as well as comprehension of the potentialities of the weapon the student intends to use. Students should note that firearms include war trophies and antique arms.

The standard Hunter Safety Course will be given at the start of each term to accommodate student demand and will be conducted by the Education Officer of the Dartmouth Outing Club. Incoming students who have previously passed an N.R.A. Hunter Safety Course from any state need not repeat the course but must submit a copy of the N.R.A. Hunter Safety certificate to obtain a College firearm permit.

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

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

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

STATE AND LOCAL ORDINANCES. State and local ordinances regarding firearms govern Dartmouth students as well. The usual interpretation of the intent of state and local ordinances is as follows:

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

- The use of certain types of guns and ammunition is prohibited. Specific information may be obtained from the local Chief of Police and Game Wardens.

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