

**MASTER OF ARTS IN LIBERAL STUDIES  
PROGRAM**

**STUDENT HANDBOOK**

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

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

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## THE MASTER OF ARTS IN LIBERAL STUDIES PROGRAM

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

### DEGREE REQUIREMENTS

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

9 Required Courses plus Summer Symposium, Thesis & 3 Ethics Workshops:

- three interdisciplinary courses, two of which must be team-taught;
- three concentration courses (General Liberal Studies, Cultural Studies, Globalization Studies or Creative Writing);
- one Independent Study;
- one research methodologies course
- one elective
- one Summer Symposium;
- thesis and thesis presentation.
- Three Ethics Workshops.

**Please note:** MALS students are limited to two (2) non-MALS courses with prior approval from the MALS administration. This include Dartmouth College undergraduate courses, graduate course and transfer credits. Undergraduate courses may be taken for MALS elective, concentration, or interdisciplinary credit. These courses must be upper division, and will require additional readings and/or written assignments to equal graduate level coursework. The specifics of the requirements are by agreement between the student and the instructor. Courses may be audited from within MALS or most departments of the College for no additional tuition charge, subject to the approval of the instructor and the MALS Program. Additional courses for credit may be elected with permission of the Curriculum Committee, but will not be covered by scholarship funding from MALS.

**Coursework must be initiated within the academic year of admission. Students must enroll in at least one course every academic year. All requirements must be fulfilled within a six year time period from the academic year of admission.**

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

### Ethics Requirement

The School of Graduate and Advanced Studies, in collaboration with the Ethics Institute at Dartmouth, has developed an institution-wide training program in the basics of professional ethics. This program is a **requirement** for all School of Graduate and Advanced Studies graduate students. The MALS Graduate Ethics Program has three components: individual 1.5 hour workshops on the topics “Professionalism”, “Academic Integrity”, and “Mentorship.” One workshop is offered each term with the three offered during the summer term.

### INTERNATIONAL STUDENTS

International students should plan to arrive on campus the week before courses begin and should check in with OVIS (Office of Visa and Immigration Services) at 63 South Main Street, Suite 30.

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

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

## TRANSFER CREDIT POLICY

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

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

## INDEPENDENT STUDY GUIDELINES (MALS 127)

MALS students, as an integral part of their graduate work in the program, are expected to complete one Independent Study (I.S.) course. (Students may complete a total of two I.S. courses by substituting their one elective for a second Independent Study.) These courses are elected by students who are "in residence" (within commuting distance of the college) and are supervised by a Dartmouth faculty member, who must also be "in residence". An I.S. course may be particularly helpful in identifying a thesis topic. (They are not, of course, substitutes for the thesis. Ordinarily work completed for an I.S. must be separate from work included in the thesis.) Independent Study courses are to be completed by the end of the regular 9/10 week term. Since the Independent Study course is treated in the same manner as any other MALS course, tuition will be charged.

**PROCESS:** Students may submit a proposal for an I.S. after successfully completing no fewer than two courses. Students should identify a faculty supervisor for their project well in advance of the proposal deadline with expertise related to the particular I.S. Students should design the I.S. in consultation with the supervising faculty. The MALS program can assist with the identification of suitable I.S. advisors.

I.S. proposal forms, available in the MALS office or on-line at [http://mals.dartmouth.edu/sites/mals.dartmouth.edu/files/isproposalform\\_e3.pdf](http://mals.dartmouth.edu/sites/mals.dartmouth.edu/files/isproposalform_e3.pdf), are submitted to the MALS Curriculum Committee at the appropriate dates for each term.

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

- a subject studied independently because it is unavailable at Dartmouth or offered at an inconvenient time;
- an independently designed research course

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

1. clearly stated goals written in language that can be understood by the non-specialist;
2. specific readings and activities, including a schedule of meeting times with the supervising faculty member. Meetings should be scheduled weekly, or at the minimum, bi-weekly. It is helpful to include a syllabus or weekly calendar indicating topics to be covered during that time and specific reading/writing requirements;
3. designation of a final product to be evaluated in writing by the professor. It is expected that there will be a significant written component of approximately 25-35 pages in length.
4. the signatures of the student, the faculty advisor, and the MALS Concentration Chair.

Note: Some departments have Independent Study courses within their course offerings. MALS students may not take these courses to satisfy the MALS I.S. requirement.

## **MALS THESIS**

Your thesis will stand as the culmination of your MALS work; as such it should demonstrate sustained intellectual effort consistent with the goals of the MALS program. Please note that work submitted in a prior course **MAY NOT** constitute a significant portion of your thesis, and the Curriculum Committee **must** be consulted in any situation where prior course work is to be included in a thesis.

You are responsible for submitting your proposal, with all required signatures, to the MALS office before the deadline; late submissions may be withheld from committee review!

Your thesis will ultimately take on the form of:

- Pure Research,
- Applied Research, or
- Creative Writing

### **Proposal Samples**

Proposal samples are available in the MALS office for review. Samples may not be photocopied or removed from the office.

### **Thesis Proposal Process**

- Students will have a general idea of their final thesis after having completed six courses.
- You will then form a committee of three faculty members to serve as your thesis readers;
  - Your first reader must be an individual who holds a regular Dartmouth faculty appointment,
  - One of your readers must be a MALS faculty member, and
  - **ONLY** your third reader may be a faculty member outside the Dartmouth community; please include this person's CV, along with a short statement from you to show how this person's expertise contributes to your thesis topic.
- It is critical that you work closely with your first reader for advice in formulating your proposal.
- Your proposal (*see thesis proposal form for further details on content and bibliography*) must be submitted to the MALS office for review by the Curriculum Committee, the term before your research commences. Submission deadlines are as follows:
  - April 15 for the summer term,
  - August 1 for the fall term,
  - October 15 for the winter term, and
  - February 1 for the spring term.

- Upon approval of your thesis proposal, students who elect to register for thesis research (MALS 137) **must** be “in residence” (*i.e. within commuting distance of the college*), have regular meetings with your first reader and make significant progress towards completing your thesis. At the end of each term that you are enrolled in MALS 137 your first reader will be responsible for assigning a grade of Credit/No Credit.

### M.A.L.S. THESIS RESEARCH GRANT

Each MALS student has the opportunity to apply for the MALS thesis research grant, up to the amount of \$500.00, once during their tenure as an active student. This grant is made available in an effort to facilitate and encourage in-depth research and assist students with expenses incurred during off-campus research pertaining primarily to their thesis.

Students may apply for the grant only after approval of the thesis proposal. Grant applications should include a description of how the funds will be spent and a tentative budget. *See the MALS website for further details.*

The deadlines for thesis research grant applications are the same as the Curriculum Committee deadlines:

February 1 for research commencing in the spring  
 April 15 for research commencing in the summer  
 August 1 for research commencing in the fall  
 October 15 for research commencing in the winter

### ALUMNI COUNCIL GRANTS

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

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

Information on this and other Dartmouth Graduate Studies Grants and Awards can be found on the Dartmouth School of Graduate and Advanced Studies website <http://graduate.dartmouth.edu/admissions-financial-aid/funding>.

### COURSE REGISTRATION

Three steps must be completed to be a registered MALS student:

- Pre-Enrollment Form which should be submitted online by the date specified in the Pre-Enrollment email
- Web Registration to select classes on line on Banner
- Check-In to confirm your registration on Banner at the beginning of the term. If you are a new student you can stop by the MALS office for help to check-in.

Registration can be done from your home computer or any computer on campus if you are a returning student. The “Organization, Regulations, and Courses” (ORC) online catalogue lists course titles and descriptions for MALS and non-MALS courses. The Registrar’s Timetable of Class Meetings for each term lists all Course Reference Numbers (CRNs) as well as days and times for all courses. The ORC and Timetable can be found on the Dartmouth Registrar’s web site at <http://www.dartmouth.edu/~reg/> as well as the MALS website.

Students may add or drop courses during the first two weeks of the term (Add/Drop) on Banner. *Please notify the MALS Registrar of ANY changes to your registration.* Courses dropped after the end of Add/Drop will normally result in a grade of No Credit; exceptions due to unusual circumstances require the joint approval of the instructor, MALS and the Dean of Graduate and Advanced Studies. Withdrawals after check-in, even within the add/drop period, will result in a partial or full tuition charge. Students should refer to the tuition refund policy of the Student Financial Services office at <http://www.dartmouth.edu/~control/policies/tuitionrefundpolicy.html> for tuition proration information. Scholarship awards and financial aid will also be reversed or prorated for dropped courses incurring charges.

Thesis research requires a significant commitment of time and effort. Students who are working full time are not encouraged to register for Thesis Research. Students who are working part-time may register for one unit of MALS 137, and students pursuing research full-time may enroll in 2 credits of MALS 137. This course is graded on a credit/no-credit basis. Credit indicates satisfactory progress on the thesis. Students taking this course must meet regularly with their principal thesis advisor, who will determine the credit/no-credit grade at the end of the term. **This enrollment in MALS 137 requires student residency in Hanover (or within commuting distance) and the presence of the thesis advisor on campus throughout the term(s) enrolled.**

## TRANSCRIPTS

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

The School of Graduate and Advanced Studies will, issue official transcript via their website at <http://graduate.dartmouth.edu/academics/graduate-registrar/transcript-requests>. It is recommended that students order transcripts at least a week in advance of the required mailing date.

There is a \$50.00 one-time fee for this service paid in advance during the student's first fall term in the program. There is no charge at the time of request unless express delivery is chosen as the mailing option.

## ACADEMIC STANDING

The complete policy statement for School of Graduate and Advanced Studies graduate students concerning academic standing appears in the policies available via the School of Graduate and Advanced Studies web site at <http://graduate.dartmouth.edu/policy/satisfactory-progress>. It is incorporated by reference here, and is binding on MALS students. What follows is a translation with supplemental information particular to the MALS program.

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

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

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

When a student is unable to complete the work in a course on time, a designation of Incomplete (I) may be requested. The assignment of Incomplete may be made only by the Dean of Graduate and Advanced Studies upon request of the student and

the instructor. The proper form can be obtained from the MALS office. Students who have approval for an Incomplete must complete ALL coursework by the end of the following term. Incompletes that have not been resolved by the agreed upon deadline will convert to NC. The option of “Incompletes” should be reserved for cases of unforeseen, serious circumstances that have prevented course completion rather than for cases of poor planning or additional revisions of final papers.

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

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

The Curriculum Committee will review the progress of any student on probation. If the student makes satisfactory progress, the Committee will then inform the Dean of Graduate and Advanced Studies, in writing, that the student has produced coursework and/or research at a satisfactory level. If such is the case, the student will be removed from probationary status. If, however, the student has not met the departmental standards for satisfactory progress, the student will be placed in “unsatisfactory standing,” so notified, and either continued on probation or dismissed from candidacy, and the Dean of Graduate and Advanced Studies will be notified by letter.

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

**A student in “unsatisfactory standing” is not eligible for federal loans or MALS scholarship.**

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

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

## FINANCIAL AFFAIRS

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

All U.S. citizens and permanent U.S. residents applying for federal loans and/or a MALS scholarship must complete two forms:

- the Free Applications for Federal Student Aid, and
- the Graduate financial aid application.

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

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

Please refer all questions regarding federal loans to the Dartmouth Financial Aid Office in McNutt Hall. Questions regarding the MALS Scholarship can be addressed to the MALS Director in Wentworth.

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

Tuition for the 2015-2016 academic year is:

1 course	\$6,416
2 courses	\$11,228
3 courses	\$16,040

There is no charge for the Symposium. Students enrolled in Thesis Research receive 100% scholarship for up to four terms. There is an annual \$50 Activity Fee charged during the fall term. This fee will be included in the student's bill.

**DARTMOUTH STUDENT GROUP HEALTH PLAN**

All '*active*' students, even if not enrolled in courses, are required to have health insurance. Unless a student submits a waiver by July 1<sup>st</sup> each year, they will be automatically enrolled in DSGHP. Students should contact the Health Service at Dick's House on Rope Ferry Road for information: <http://www.dartmouth.edu/~health/>

**HOUSING**

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

Contact the Dartmouth Real Estate Office: <http://realestate.dartmouth.edu/>

**THE MALS FACULTY**

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

**CONCENTRATION CHAIRS**

Donald Pease	Cultural Studies and General Liberal Studies
Barbara Kreiger	Creative Writing
Ronald Edsforth	Globalization

**THE ROLE OF THE ADVISOR**

Upon admission, all MALS students meet with the MALS Director for program advising. When the student proposes the independent study, a Dartmouth faculty member will serve as the primary academic advisor. Often independent study advisors are included in the thesis committee, but this is based upon project content and availability, and is not required. At the time thesis research begins, the student's first reader becomes and remains his or her advisor until graduation.

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

**CURRICULUM COMMITTEE**

The Curriculum Committee is a subcommittee of the faculty and is made up of the Director, the Chair, and MALS faculty members from each concentration. This committee advises the program on curriculum concerns. The committee meets regularly during the academic year to approve Thesis and Independent Study proposals, advise on policy decisions, review requests for transfer credit, and any other petitions regarding a student's plan of study.

## **MALS ALUMNI ASSOCIATION**

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

## **CONFIDENTIALITY AND INSPECTION POLICY STATEMENT**

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

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

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

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

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

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

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

A student has the right to file a complaint concerning alleged failures by the College to comply with applicable Federal law with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, DC 20202.

## **PRINCIPLES OF THE DARTMOUTH COMMUNITY**

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

### **PRINCIPLE OF COMMUNITY**

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

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

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

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

### **THE ACADEMIC HONOR PRINCIPLE**

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

### **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 in 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, gender identity or expression, national origin, disability, military or veteran status in its programs, organizations, and conditions of employment and admission. (Dartmouth College refers to the entire institution, including the professional schools, graduate programs, and auxiliary activities.)

## **ACADEMIC AND CONDUCT REGULATIONS REGULATIONS, PROCEDURES, AND PENALTIES**

### **Honor Principle and Code of Conduct**

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

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

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

Each student accepts this Honor Principle and Code of Conduct upon registering as a School of Graduate and Advanced Studies graduate student. A student found in violation of the Honor Principle or Code of Conduct forfeits his/her right to continue at Dartmouth.

### **Student Responsibilities**

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

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

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

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

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

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

### **Faculty Responsibilities**

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

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

a) The instructor may want to discuss the suspected violation with the student(s) in order to determine that there has been no misunderstanding between the instructor and the student(s).

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

### **Administrative Responsibilities**

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

### ***HEARING PROCEDURES***

1. Notification of the charges against a student shall be in writing and shall contain a concise statement of the alleged facts which constitute the violation. At this time, the student will be asked if they would like to respond directly to the Dean about these charges, either directly in a meeting or in writing.
2. A student shall have a reasonable time to respond to the notification of charges.
3. A student may choose to admit to the charges as stated. In such cases the Dean of Graduate and Advanced Studies will determine the appropriate penalty. If the student does not admit to the charges stated, the Dean will conduct a hearing with a committee to review the case. This committee will consist of three graduate faculty, the Dean and Assistant Dean, and background evidence related to the issue may be provided to the committee prior to the hearing.
4. A student may choose an advisor, from current Dartmouth faculty, staff, or students, to assist in the defense at a disciplinary hearing. The advisor's role is to assist the student in reviewing and understanding the procedures related to a hearing and to assist the student in obtaining answers to questions about the hearing. For this reason, many students request one of their department's faculty or staff familiar with the disciplinary system serve as their advisors. While an advisor might appropriately help a student anticipate questions and issues likely to arise at a hearing, or provide feedback about the effectiveness of a student's written or oral presentation of the facts, the advisor does not function in the way an attorney would in a criminal or civil proceeding.
5. The student may elect to have a private hearing or an open hearing, but the Dean may limit the number of persons at an open hearing, and may, if a disturbance occurs, order the hearing to be conducted in private. In cases where the need to protect privacy is, in the judgment of the Dean, important, the Dean may close the hearing over the objection of the charged student(s).
6. A student may refuse to make any statement at the hearing. Such refusal shall not be considered as evidence against the student.
7. The student shall have the right to hear and question any witnesses and to examine all other evidence introduced at the hearing. The student has the right to testify and present evidence and witnesses in his/her own behalf.
8. The Dean shall base his or her decisions on matters of fact and solely upon evidence introduced at the hearing.
9. Formal rules of evidence shall not apply. The Dean may consider any testimony or evidence unduly repetitious or immaterial, or to have been improperly obtained.
10. The student will be informed, in writing, of the Dean's decision within a reasonable time (no more than one week after the hearing).
11. If the results of the disciplinary hearing are to become a part of a student's record, either temporarily or permanently, notice shall be given to the student concerned.
12. The student may appeal the Dean's decision (see Appeals Board on Standing and Conduct for Graduate Students in the School of Graduate and Advanced Studies) within a reasonable time (no more than one week after notification of the Dean's decision).

13. Decisions by the Dean may be revealed to authorized College personnel, to the charged student, and, in appropriate circumstances, to the charged student's parents or guardian and the victim/complainant. In cases where the outcome will affect the visa status of an international student, the Dartmouth International Office will be notified by the appropriate registrar, and the student must comply with any change in federal immigration status which occurs.

14. The Dean hearing a case may choose to comment publicly, in writing or otherwise, regarding the decision reached if, in the judgment of the Dean, the best interests of the community would be served by such disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected.

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

### **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 Graduate Student Disabilities Coordinator at the School of Graduate and Advanced Studies or the Director of Institutional Diversity and Equity.

### **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 Institutional Diversity & Equity (IDE) 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 Institutional Diversity & Equity (IDE), Suite 304 Blunt Alumni Center, HB 6018, Hanover, NH 03755. All discussions are kept confidential.

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

In cases where a student has a complaint against a faculty member or an administrative and professional or a service employee, the report should be made to the Dean of Faculty Office or the Office of Institutional Diversity & Equity.

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

Dartmouth College operates under the principles enunciated under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, which prohibit discrimination on the basis of race, color, national origin, sex, or age in any educational program or activity receiving or benefiting from federal financial assistance; and of Sections 503 and 504 of the Rehabilitation Act of 1973, which call for nondiscrimination and affirmative action for persons with disabilities. Coverage extends to such areas as financial aid, athletics, housing, courses, employment, and program accessibility.

Any person having inquiries or complaints concerning Dartmouth's compliance with the regulations implementing Title VI, Title IX, or the Age Discrimination Act of 1975 is directed to contact the Office of Institutional Diversity & Equity.

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

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

### **Graduate Student Nondiscrimination Policy**

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

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

### **RESOLUTION BY INFORMAL NEGOTIATION**

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

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

### **PROCEDURE**

If a resolution has not been achieved within ten working days from the time the grievance was first raised, the student should prepare a written statement of the allegations and submit it to the Dean of Graduate and Advanced Studies. The Dean of Graduate and Advanced Studies, or the Dean's designee, will have ten days to: (1) achieve a settlement by negotiating with the parties identified in the complaint; or (2) submit the case for consideration by the Committee for Student Grievances.

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

### **COMMITTEE ON STUDENT GRIEVANCES**

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

### **FORMAL HEARING**

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

admitted. The Committee reserves the right to exclude incompetent, irrelevant, immaterial and unduly repetitious evidence. The Committee may seek additional information or testimony which it finds relevant to resolving the grievance, and may also, at its discretion, establish additional procedures for governing the hearing.

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

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

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

### **DECISION**

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

### **PRESIDENTIAL REVIEW**

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

## **STANDARDS AND PROCEDURES FOR INVOLUNTARY MEDICAL WITHDRAWAL**

### **STANDARDS FOR WITHDRAWAL**

1. A student will be subject to involuntary medical withdrawal from Dartmouth by the Dean of Graduate and Advanced Studies or his/her designee\* if it is determined, after consultation with the College Health Service, that the student is suffering from a psychological or medical disorder and,

- (a) engages in behavior which poses a danger of causing, or threatening to cause, physical harm to self or others; or
- (b) engages in behavior which poses a danger of causing, or threatening to cause, emotional harm to self or others; or
- (c) engages in behavior which poses a danger of causing, or threatening to cause, significant property damage; or
- (d) engages in behavior which substantially impedes or disrupts, or threatens to impede or disrupt, the lawful activities of others.

### **REFERRAL FOR EVALUATION**

2. The Dean of Graduate and Advanced Studies may refer a student for evaluation by a physician or psychologist of the College Health Service if the Dean believes that the student may meet the criteria set forth in #1 above.

3. Students referred for evaluation in accordance with #2 above shall be notified either personally or in writing by the Dean, and shall be notified of these standards and procedures. The evaluation must be begun and completed within the timetable established by the Dean, and must be made available to the Dean.

4. Any pending disciplinary action may be withheld until the evaluation is completed, at the discretion of the Dean of Graduate and Advanced Studies.

5. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, as set forth in #6 - 7 below, or referred for disciplinary action, or both.

### **INVOLUNTARY WITHDRAWAL AND APPEAL**

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

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

7. A student who has completed the evaluation referenced in #2 above, and who is subsequently subject to an involuntary medical withdrawal, shall be given written notice of the withdrawal either personally or by mail, and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Dean of Graduate and Advanced Studies, within two business days from the effective date of the withdrawal, in order to review the following issues only:

- (a) the reliability of the information concerning the student's behavior;
- (b) whether or not the student has completed an evaluation in accordance with these standards and procedures; and
- (c) whether or not the student's behavior, in the judgment of the Dean, poses any of the dangers mentioned in #1 above.

The Dean will make the final decision regarding withdrawal.

A student subject to withdrawal may be assisted in the proceeding specified in this section by a family member, a licensed physician or psychologist, or a member of the faculty, staff, or student body of Dartmouth College chosen by the student. Students who have been involuntarily withdrawn are required to leave campus within 48 hours unless otherwise informed by the Dean.

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

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

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

### **APPEALS BOARD ON STANDING AND CONDUCT FOR GRADUATE STUDENTS IN THE SCHOOL OF GRADUATE AND ADVANCED STUDIES**

*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 and Advanced 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 and Advanced Studies and to the department or program involved.

4. *Conduct of Business.* The Appeals Board may adopt by majority vote such rules and procedures as are necessary for the conduct of its business. Decisions of the Appeals Board shall be determined by majority of the Board.

5. *Confidentiality.* Decisions of the Appeals Board may be made public, but in no instance shall the name of the student concerned be divulged. Reports, records, and the deliberations of the Appeals Board are not to be examined by or revealed to any person or persons other than College personnel authorized by the Dean of the Faculty. Records and reports shall be destroyed immediately after they have lost any reasonable usefulness. The privacy of the student is to be protected.

6. *Reports and Record Keeping.* The Secretary of the Council on Graduate Studies will be the recorder of the Appeals Board deliberations and will prepare reports at the request of College personnel authorized by the Dean of Faculty.

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

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

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

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

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

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

*Procedures For Processing Reports Of Misconduct.*

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

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

The following pages (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 and Advanced 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 and Advanced Studies (for School of Graduate and Advanced Studies 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.

### **CODE OF CONDUCT—NON-ACADEMIC REGULATIONS**

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

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

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

1. Alcohol. Violation of the Student Alcohol Policy may subject an individual or recognized organization to the penalties set forth therein and to other disciplinary action.
2. Other Drugs. Violation of the Student Drug Policy may subject an individual or recognized organization to disciplinary action.
3. Climbing on College Buildings and Structures. Climbing on any College building, including the Heating Plant smokestack, is prohibited. Arrangements to climb at predesignated locations must be coordinated through the Dartmouth Mountaineering Club and the Department of Safety and Security. Violation of this rule will result in an automatic fine of \$50, and further disciplinary action may be taken against individuals or recognized organizations for violation of this rule.
4. Coercion. Students and recognized organizations are prohibited from engaging in coercion. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
5. Computer Use. Abusing the fundamental right of users of College computing to privacy and a fair share of computing resources is prohibited. Violation of the Computing Code may subject an individual or recognized organization to disciplinary action.

6. **Display of Objects from College Buildings.** The display of flags, banners, signs, and other objects from College buildings without prior approval from the Dean of Students or his/her designee is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
7. **Disciplinary Rules, Regulations, and Decisions.** Students and recognized organizations are obligated to obey the rules and regulations governing disciplinary proceedings of the COS and Dean of Students. Further, individuals and recognized organizations are obligated to obey the decisions of the COS and Dean of Students, and to meet, on request, with the deans, the UJAO, and other College officials in the course of an investigation. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
8. **Disorderly Conduct.** The College requires orderly conduct of all students while in Hanover and its environs. The College further requires orderly conduct of its students at any College-related function or activity, whether in Hanover or elsewhere (including, for example, students on off-campus programs or players and spectators at "away" athletic contests). Violation of this regulation may subject an individual or recognized organization to disciplinary action.
9. **Disruption of the Orderly Processes of the College.** Disruption of the orderly processes of the College is prohibited. Actions among those considered to constitute disruption of the orderly processes of the College include, but are not limited to, the following:
- a. the unauthorized entry into, or occupation of, a private office or work area; or
  - b. the failure to maintain clear passage into, out of, or to any part of a College building or passageway; or
  - c. conduct that interferes with normal activities or movements in a building, including the failure to vacate a building at its normal closing time (the presence of College employees or other authorized individuals in a building after hours does not alter a building's normal closing time); or
  - d. conduct that restricts or prevents College employees from performing their duties; or
  - e. conduct (including by way of example, obstruction, noise, or the display of banners or objects) that prevents or disrupts the effective carrying out of a College function or approved activity, such as classes, lectures, meetings, interviews, ceremonies, research and public events. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
10. **Driving Code.** Violation of the Dartmouth Driving Code may subject an individual or recognized organization to disciplinary action.
11. **Excessive Noise.** Noise which interferes with classes, College offices, and other campus and community activities is prohibited. The first violation of this rule will result in a warning; the second violation will result in an automatic fine. Continued violation of this rule may subject an individual or recognized organization to further disciplinary action.
12. **False Information and Misrepresentation; Failure to Provide Identification.** Students or recognized organizations are prohibited from knowingly providing false information or making misrepresentations to any College officer, College committee, duly recognized College organization, or member of the College community acting on behalf of the College. Students or recognized organizations are also prohibited from knowingly providing false information or in any way misrepresenting to any individual or agency their status at or relationship with the College (e.g., enrolled, graduated, authorized to represent, etc.). Students are obligated to provide College personnel with accurate identification upon request. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
13. **Fire Safety Equipment.** Tampering or interference with, as well as destruction or misuse of, fire safety or fire prevention equipment is prohibited. An automatic fine of \$100, plus the cost of replacement of equipment, is charged to any student or recognized organization violating this regulation, and further disciplinary action may be taken. All students and recognized organizations should be aware that any person who causes an alarm to be set off for improper purposes is liable for the expenses incurred by fire departments in responding to the alarm.
14. **Firearms.** Violation of the College policy on firearms may subject an individual or recognized organization to disciplinary action.
15. **Fireworks.** No student or recognized organization may possess or use fireworks on campus. Possession or use of fireworks will result in an automatic fine of \$50 and may result in further disciplinary action.

16. Forgery, Alteration or Unauthorized Possession; Unauthorized Use. The forgery, alteration, or unauthorized possession or use of College documents, records, billing numbers, or instruments of identification is prohibited and may subject an individual or recognized organization to disciplinary action.

17. Sexual Harassment. Sexual harassment is a form of sex discrimination which is understood to mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student,
- 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
- 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.

18. Sexual Misconduct. Students and organizations are prohibited from engaging in sexual misconduct 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.

Sexual misconduct includes, but is not limited to:

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

Refer to <http://www.dartmouth.edu/sexualabuse/help/> and [Sexual Misconduct](#) ; and [Dartmouth's Policies and Procedures Applicable to Cases Involving Allegations of Sexual Harassment, Sex Discrimination and Sexual Misconduct](#).

19. Sexual Harassment and Misconduct. Please see [Sexual Harassment](#) and [Sexual Misconduct](#) for more information on College policies.

20. 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.

21. Locks and Keys. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys are prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

22. 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.

23. Nonregistered Class Attendance. Students or other individuals wishing to attend sessions of classes for which they are not registered must identify themselves to the professor conducting the class before it begins and obtain her or his permission to attend. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

24. Operating Regulations. The failure to abide by the operating regulations (written or oral) of academic and nonacademic offices, centers, classrooms, laboratories, and departments is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

25. Projectiles. Propelling any object in such a way as to endanger health or property is prohibited and will result in an automatic fine and may subject an individual or recognized organization to further disciplinary action.

26. Reckless Conduct. Conduct which places another in reasonable fear for his or her safety or in danger of bodily harm is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

27. 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.

28. 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.

29. Unauthorized Entry. Unauthorized entry into or presence in closed and/or posted College buildings or areas will result in an automatic fine and may subject an individual or recognized organization to further disciplinary action. Access to private rooms or offices is in the control of those who live in them or use them. Unauthorized entry or presence in private rooms or offices may subject an individual or recognized organization to disciplinary action.

30. Use of the College Green and Campus Grounds. Violation of the College policy on use of the College Green and campus grounds may subject an individual or recognized organization to disciplinary action.

31. 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.

32. 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.

## **HARASSMENT**

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

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

## **SEXUAL HARASSMENT**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all academic, educational, extracurricular, athletic and other programs and activities of Dartmouth College. Title VII of the Civil Rights Act of 1964 and New Hampshire state law prohibit discrimination on the basis of sex in employment.

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination which is prohibited by federal and state law and violates Dartmouth policy. A number of different acts fall into the category of "sexual violence" including sexual assault and other physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due, for example, to the victim's use of drugs or alcohol.

Sexual violence is one form of sexual harassment, but it is not the only form. Sexual harassment can also take the form of unwelcome but non-physical conduct. Specifically:

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal conduct of a sexual nature. If the conduct is sufficiently serious – that is, sufficiently severe or pervasive – to deny or limit the victim's ability to participate in or benefit from the College's educational program (in the case of students) or to unreasonably interfere with the person's work (in the case of employees), it may create a hostile environment. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employment, submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting him or her, or for the awarding or withholding of favorable academic or employment opportunities, evaluations, or assistance, or such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, or offensive working or educational environment.

Where conduct is severe, a hostile environment may be present even where there is not a repetitive series of incidents, particularly if the harassment is physical. For example, a single instance of rape is sufficiently severe to create a hostile environment. Prohibited sexual harassment may occur regardless of the gender(s) of the individuals involved. Prohibited sexual harassment also includes harassment of a person because of the person's sex and/or gender, including but not limited to harassment based on the person's non-conformity with gender stereotypes or because of the person's gender identity or expression.

Dartmouth will take prompt, appropriate and effective action to eliminate sexual harassment, prevent its recurrence, and address its effects. Dartmouth encourages members of the College community to report unwelcome conduct of a sexual nature so that it can investigate reports appropriately through its published procedures. Any student or employee who has concerns about sexual harassment, including sexual violence, is encouraged to seek the assistance of the following:

**Title IX Coordinator for Students and Employees**

Evelynn Ellis

Vice President for Institutional Diversity and Equity

Dartmouth College

6018 Blunt Alumni Center

Hanover, NH 03755

Evelynn.Ellis@dartmouth.edu

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

(603) 646-3146

**Dartmouth Safety and Security (available 24/7)**

5 Rope Ferry Road, third floor

Hanover, NH 03755

(603) 646-4000

(603) 646-3333 (for emergencies)

**Sexual Abuse Awareness Program**

Robinson Hall, 3rd floor

Dartmouth College

Hanover, NH 03755

[SAAP@dartmouth.edu](mailto:SAAP@dartmouth.edu)

(603) 646-9414

**The College Ombudsperson**

Mary Childers

Mary.Childers@dartmouth.edu

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

(603) 646-9872

**For further information, see**

Sexual Abuse Awareness / Get Help

<http://www.dartmouth.edu/sexualabuse/help>

**Policies and Procedures Applicable to Cases Involving Allegations of Sexual Harassment, Sexual Discrimination, and Sexual Misconduct** [http://www.dartmouth.edu/~uja/sexual\\_harassment\\_discrimination\\_misconduct\\_p](http://www.dartmouth.edu/~uja/sexual_harassment_discrimination_misconduct_p)

## **SEXUAL MISCONDUCT**

Students and recognized organizations are prohibited from engaging in sexual misconduct of any kind. 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. Students found responsible for engaging in actual or attempted penetration without consent, or who are found responsible for repeated sexual misconduct, should be prepared for permanent separation.

Sexual misconduct includes, but is not limited to:

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

Some examples of sexual misconduct may be:

- Two students had been flirting with one another earlier in the evening. One of the students misinterprets responses from the other student and forces sexual intimacy without consent, ignoring requests that it stop.
- During the course of an evening, a couple is initially comfortable with sexual contact, but then one says the intimacy has gone too far and asks for it to stop. The other continues without consent.
- A student feels justified in forcing a partner to engage in sexual activity because the couple has had a previous sexual relationship.
- A student says "no" quietly or timidly, yet another student continues to proceed with sexual contact or penetration without consent.
- Any inappropriate or non-consensual contact such as pinching a person's buttocks.

### ***Reporting Immunity***

A student who reports sexual misconduct will not be charged for violations of Dartmouth's Alcohol or Other Drug Policy for activities that are related to the events leading to the report of misconduct.

### ***Consent versus Non-Consent***

Intimate sexual activity requires consent. In adjudicating alleged violations of the Sexual Misconduct Standard, the Committee on Standards will be informed by its judgment as to whether a reasonable person should have known that the reporting student did not consent or was unable to give consent because of his or her incapacitation. As stated in the policy above, an individual may be unable to give consent "because of physical or mental incapacitation by reason of drug or alcohol consumption, sleep, or unconsciousness."

Consent to sexual activity may be communicated in a variety of ways, both verbal and non-verbal. Verbal communication prior to engaging in sexual activity certainly can help to clarify for the individuals involved whether or not there is consent. One should presume that there is no consent in the absence of a clear positive indication of consent.

Likewise, non-consent or lack of consent may also be communicated in a variety of ways both verbal and nonverbal. A verbal "no" (or its verbal or non-verbal equivalent) indicates an unwillingness to participate in sexual activity. Non-consent can also be communicated in a variety of other ways, depending on the circumstances or context. Even in the absence of a verbal "no," physical resistance is not necessary to communicate a lack of consent.

### ***Discussion of Consent***

Frequently, students express confusion about the concept of consent, what it looks like and sounds like. There's a great deal of misunderstanding and differently held beliefs about what is meant by a gesture, a word, a sigh -- even between long-time friends or sexual partners. People who have been intimate in the past may mistakenly assume that the same forms of intimacy will always be welcome in the future. The use of alcohol or other drugs can cloud people's understanding of whether consent has been given (or even sought).

Consent and non-consent comes in many forms, and it is important for all sexually active persons to seek clarity and mutuality with regard to the consensual nature of their sexual activity. It is also important to recognize that, however potentially awkward, talking about your own and your partner's sexual desires, needs, and limitations is a basis for a positive relationship.

### ***New Hampshire Law***

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

**1. Aggravated Felonious Sexual Assault (a Class A felony punishable by up to 15 years in prison), includes engaging in "sexual penetration" of another, in pertinent part, under any of the following circumstances:**

- through application of physical force, violence or superior physical strength;
- through application of physical force, violence or superior physical strength;
- when the victim is physically helpless to resist;
- when the victim is less than 13;
- when at the time of the assault the victim indicates by speech or conduct that consent is not freely given to performance of the sexual act;
- when there is a pattern of sexual assault with a victim under the age of 16;
- when the actor coerces the victim to submit by threatened use of physical violence or physical strength and the victim believes the actor has the ability to execute these threats;
- when the actor coerces the victim to submit by threatening to retaliate and the victim believes the actor has the ability to execute these threats;
- when the victim submits under circumstances involving false imprisonment, kidnapping or extortion;
- when the actor, without prior knowledge or consent of the victim administers or has knowledge of another person administering to the victim any intoxicating substance which mentally incapacitates the victim;
- when the actor provides therapy, medical treatment or examination of the victim in the course of a therapeutic relationship under certain circumstances. See, NH RSA 632-A:2.

**2. Aggravated Felonious Sexual Assault (a Class A felony punishable by up to 15 years in prison) includes intentional touching through clothing, or otherwise, the genitalia of a person under the age of 13 under circumstances that can be reasonably construed as being for the purpose of sexual arousal or gratification.**

**3. Felonious Sexual Assault (a Class B felony punishable by up to 7 years imprisonment), includes, in part, "sexual contact", (intentional touching, reasonably construed as being for purposes of sexual arousal or gratification) when the accused:**

- causes serious personal injury to the victim;
- engages in sexual penetration with the person between the ages of 13 and 16, where the age difference is three years or more;
- engages in sexual contact with a person under the age of 13;
- engages in sexual contact with a person when the actor is in a position of authority over the person and uses that authority to coerce the victim. See, NH RSA 632-A:3.

**4. Sexual Assault** (a Class A misdemeanor punishable by a fine of \$2000 and up to one year imprisonment), includes, in part, "sexual contact" (intentional touching, reasonably construed as being for the purposes of sexual arousal or gratification) with a person 13 years of age or older under the circumstances described regarding aggravated felonious sexual assault, and/or engages in sexual penetration with a person between the ages of 13 and 16 where the age difference between the actor and the other person is three years or less. See, NH RSA 623-A:4.

## **PHYSICAL AND LEARNING DISABILITIES**

Section 504 of the Rehabilitation Act of 1973 mandates that: "No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance." According to Section 504 and the Americans with Disabilities Act regulations, students with documented learning disabilities have the same legal entitlements as students with physical disabilities and therefore both groups are entitled to academic adjustments and/or auxiliary aids.

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

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

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

## **HEALTH SERVICES**

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

All students are required to have health insurance coverage and are eligible for health care at Dick's House. All students must either enroll in the Dartmouth Student Group Health Plan (DSGHP) or certify through a waiver application that they are covered by another health insurance plan. Insurance enrollment and waiver information will be sent by the Health Service. For further information, please call 650-1400. **Students who wish to waive the health care service through Dick's House must do so by July 1 of each year.**

**COUNSELING AND HUMAN DEVELOPMENT:** Dick's House offers counseling for academic, social, and personal problems, psychiatric and psychological services, including human sexuality, crisis intervention, diagnostic interviews, short-term individual psycho-therapy and group therapy. Appointments may be made in the office on the second floor at Dick's House or by calling: 650-1442.

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

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

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

## DARTMOUTH-HITCHCOCK MEDICAL CENTER

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

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

## COLLEGE RESOURCES & SERVICES

### LIBRARIES

Information about the various libraries of the College can be found in the pamphlet entitled *Guide to the Libraries* available at the circulation desk on the main floor of the Baker-Berry Library or online at <http://library.dartmouth.edu/>

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

### BAKER-BERRY LIBRARY

Hours:	Monday–Sunday - 8:00am to 2:00am <a href="http://library.dartmouth.edu/libhours/">http://library.dartmouth.edu/libhours/</a>
Regulations:	Non transferable Student ID Cards must be used to check out materials.
Renewals:	Renewals may be done in person, upon presentation of an ID Card, by phone, or by mail.
Lost or missing books:	Notify the desk immediately, in person or by phone (646-2567).
Photocopy Machines:	Photocopy machines are located in the west end of the Reserve corridor, the Serials Room, and on the fourth level of the stacks.
Cards:	The student ID card is required whenever books or other materials

are borrowed from any part of the library system.

## RESERVE SERVICES POLICY

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

Length of Loan:	Individual Professors choose the loan period for the materials, usually two, four or twenty-four hours.
Overnight Loan:	Items checked out 2 or 4 hours (depending on the loan period) before the Reserve Desk closes or later, will be due a half hour after opening the following morning..
Overdue Fines:	During the term there is a \$1 per hour fine and during the reading and final examination period a \$5 per hour fine for overdue materials.
Restricted Books:	These books must be used in the Reserve Room and cannot be taken out overnight.

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

## PROCEDURES FOR CLEARING LIBRARY OBLIGATIONS

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

## DARTMOUTH COMPUTING SERVICES

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

Help with computing can be obtained in a variety of ways. Computer Consulting Services is available for specific or general questions by calling 646-2999 or visiting the Help Desk in the Baker-Berry Library. At the Computer Resource Center, members of the Dartmouth community can make trial use of a variety of personal computers and accompanying equipment before making a purchase. The Computer Store sells personal computers to students at reduced rates, as well as computing manuals and supplies.

## GRADUATE CAREER SERVICES AND OPPORTUNITIES

The Graduate Career Office (GCO) provides Dartmouth Graduate Students and Alumni with important resources for conducting a successful academic job search as well as exploring non-academic career opportunities. Kerry Landers, Assistant Dean of Graduate Student Affairs is available for individual career counseling appointments to discuss a range of

career options and job search strategies. To schedule a career counseling appointment with Kerry, please e-mail her at [Kerry.Landers@Dartmouth.edu](mailto:Kerry.Landers@Dartmouth.edu) or call her at (603) 646.1743.

In addition to career counseling, the Graduate Career Office offers a range of programs and workshops throughout the academic year to help graduate students prepare for their job search. Additional resources available to graduate students include: Access to the on-campus recruiting program, the Career Resource Library, and networking with alumni career advisors.

Go to <http://graduate.dartmouth.edu/careers/> for more information.

## STUDENT SERVICES

**BILLING:** Billing of student charges is processed twice each term by the Office of Student Financial Services, Room 103, McNutt Hall. (646-3230). Hours are 9 am to noon, and 1 pm to 4 pm, Monday through Friday. Payments of College bills are made there. The current status of your account may be checked during these hours; students are also encouraged to monitor all aspects of their account via Banner Student: < <http://www.dartmouth.edu/~bannerstudent> > If there is a credit balance in your account, you may withdraw the balance by check. For additional information regarding Student Financial Services, please visit their web site at: < <http://www.dartmouth.edu/~control/sfs/> >

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

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

**THE VOX:** The calendar of events and special notices of dramatic and musical performances and lectures is found in the bi-weekly publication called "The VOX." It is found in the Dartmouth Website.

**DINING ARRANGEMENTS:** '53 Commons is available to graduate students at all times on a cash basis, or a meal contract may be purchased if any are available after undergraduate registration.

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

Dartmouth Dining Services (DDS) operates a number of dining facilities on the campus, including Food Court, Home Plate, The Pavilion located in the Home Plate, and Topside Convenience Store in Collis Center lower level; The Collis Café at Collis Center; Courtyard Café at The Hopkins Center, Novack Café in the Berry Library and the Snack Bar at the East Wheelock Cluster. For complete information concerning dining areas, hours of operation, menus and more please check the web page at <http://www.dartmouth.edu/dining/>.

**NOTE:** Food purchased at '53 Commons, and the Hopkins Center Snack Bar may be paid for in cash or charged to your student account with your Dartmouth ID.

**PHYSICAL EDUCATION CLASSES:** MALS students may elect to take a PE class (no credit), if space is available. Typical offerings include tennis, squash, advanced lifesaving, rowing/crew, and the intramural teams in soccer, tennis tournaments, and softball. More information is available from the PE Office, 646-2478, on Banner Student, or from the Dartmouth College Athletics (DCAD) web site at: < <http://www.dartmouthsports.com/> >.

**DEPARTMENT OF SAFETY & SECURITY:** The Department of Safety and Security is responsible for the general policing and security of the College. They also provide emergency transportation for the sick and injured, assist students who are locked out and enforce College driving regulations. A lost and found service is located in the office of department of safety and security; <http://www.dartmouth.edu/~security/> (603-646-2234). They are located at 6 Vox Lane, McKensie Hall.

**CLERICAL SERVICES: DUPLICATING**

Gnomon Copy	36 S. Main St.	643-4444
	Below Traditionally Trendy	
	Entrance is off the alley next to the building.	
Valley Copy/DocuNet	68 S. Main St.	643-5039
	Behind Ledyard Bank.	
	They also do blueprinting and typing.	
Dartmouth Libraries		

**TYPING**

Baker/Berry Libraries	Word processing facilities available on DTSS "Avatar" and Apple Macintoshes.
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A huge bulletin board advertising services, rides, lost & found, things for sale, typing, etc. is located in the Hopkins Center next to the Hinman Post Office.

Dartlist (<http://www.dartlist.com/>) is brought to you by the Dartmouth Sustainability Office as a place for the Dartmouth Community to share information about events, jobs/internships, items for free or for sale, housing, and other things pertaining to life around campus.

**GENERAL SERVICES**

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

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

Name  
116 Wentworth Hall  
HB 6092  
Hanover, NH 03755-3526

The U.S. Mail usually arrives in Wentworth by 3 p.m.

**AUTO REGISTRATION AND PARKING:** All students bringing motor vehicles to Hanover must register these with the Parking Office located at 6 Vox Lane, McKenzie Hall, open 7:30am to 4:30pm. There is a \$50 fine per term for any student failing to register for campus lots or for off-campus parking. Students must show the vehicle registration, their valid drivers license and their College I.D. when registering. Parking will be assigned at the time of registration. Permits must be affixed to the front drivers side and right rear bumpers of the vehicle, or the passenger front and drivers side back windows. **DO NOT** place over expired decal. Permits are renewable July 1 - June 30. Parking fee is prorated by the term.

**BICYCLE POLICY: REGISTRATION:** Free bicycle registration is available at the Department of Safety and Security; such registration assists in the recovery of a bicycle if it is stolen. All bicycles stored in the residence halls or in controlled storage must be registered.

**PARKING:** Students may park their bikes during the day at any of the many bike racks located throughout the campus. At night, bikes may be left in the outside bike racks or in one of the indoor areas designated for bike storage in the residence halls and clusters.

**Any unregistered bicycle found in the storage racks may be impounded.** Students may not park bikes in hallways, entryways, access ramps, stairways, other accesses, or at any other posted sites. Bikes found in those areas will be removed at the owner's expense. Bicycles unclaimed after six months will be discarded. Cut locks will not be replaced by the College.

**STORAGE:** Please refer to [Storage Options](#) on the Office of Residential Life's website.

**LOCK CUTTING:** When a student wants the lock cut off his bike, he must go to Safety and Security to sign a permission form, then come to McKenzie Hall with \$50.00 (Check or Dash Card) and the permission form in hand. FO&M cannot charge the student's ID number. FO&M will then schedule the lock cutting.

**TRAFFIC RULES:** Bicyclists must obey all rules of the road that apply to motor vehicles, including keeping to the right and observing all traffic control lights, signs, one-way streets, etc. This requirement is a State law and will be enforced by citations and summonses to Court for violations. Bicyclists are urged to contact the Hanover Police Department for more information.

If the bicycle will be ridden at night, a white front light or reflector and a red rear reflector are required equipment.

Students are encouraged to lock their bikes at all times.

**HANOVER PARKING REGULATIONS:** Parking is forbidden on all Town streets after the hour of midnight: there is a \$10.00 fine for each violation. Between April 17 and November 29 this regulation is relaxed to allow parking on the streets on Friday, Saturday, and Sunday nights.

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

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

## **TRANSPORTATION:**

Lebanon Regional Airport:

Airport Hwy. off Rte. 12-A in W. Lebanon.  
(603) 298-8878.  
Service by U.S.Airways Express/Colgan Air

Dartmouth Coach

Service from Hanover and New London to  
Boston's Logan Airport. (603) 448-2800

Vermont Transit Bus Lines:

White River Junction, VT.(802) 295-3011.  
Bus station located on Route 5, south of WRJ.  
Buses to Boston, New York, Hartford, Rutland,  
Burlington, Manchester, Montreal and Sherbrooke, Quebec.

Amtrak Railway Station:

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

Advance Transit Bus Line:

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

## **EXTRACURRICULAR ACTIVITIES**

### **ALUMNI GYMNASIUM**

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

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

**Lockers:**

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

**Recreational Equipment Room:**

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

**Squash Courts:**

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

**Swimming:**

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

**Sauna:**

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

**Basketball Courts:**

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

**BERRY CENTER**

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

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

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

**Squash/Handball/Racquetball Courts**

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

**Weight Room**

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

**Tennis**

The Alexis Boss Tennis Center has six regulation size double courts. Students must reserve a court before playing and there is a modest fee for usage.

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

**Golf**

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

**Other Groups**

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

**Swimming**

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

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

**Running**

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

**ALEXIS BOSS TENNIS CENTER AND ALAN PAVILION**

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

**HOPKINS CENTER**

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

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

**HOOD MUSEUM OF ART**

The Hood Museum of Art provides the college community with a handsome facility housing ten galleries with generous space for viewing Dartmouth’s permanent collection, as well as special exhibitions. For academic purposes, students, faculty, and visiting scholars have easy access to the Hood collection and files through the office of the Museum Registrar. Gallery hours are Tuesday 10 a.m. - 5 p.m., Wednesday 10 a.m. - 9 p.m., Thursday through Saturday 10 a.m. - 5 p.m., Sunday 12 a.m. - 5 p.m., and closed Monday.

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