



THAYER SCHOOL OF
ENGINEERING
AT DARTMOUTH

Graduate Student Handbook 2018-2019



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Academic Calendar 2018-2019

(<http://www.dartmouth.edu/~reg/calendar/academic/18-19.html>)

September 5-7, Wednesday- Friday	Orientation for new students
September 11, Tuesday	Fall term Check-In
September 12, Wednesday	Fall term classes begin at 8:45 a.m.
September 12, Wednesday	Community Lunch Gathering, 12:00 – 2:00 pm on Tuck Mall
September 21, Friday	Final day for delayed Check-In
September 22, Saturday	Special day of classes: 10A classes meet from 10:00-11:15am; 2A meet 12:00 - 1:50pm; 3A/3B meet 2:00 -3:50pm
October 20, Saturday	Special day of classes; 9 classes meet at 8:45 – 9:50am; 10 at 10:00 – 11:05am; 11 at 11:15am – 12:20pm; 12 at 12:30 – 1:35, and 2 1:45 – 2:50pm
October 26-28, Friday-Sunday	Homecoming Weekend
November 13, Tuesday	Fall classes end at 5:20 pm.; start of pre-exam break
November 16, Friday	Fall term examinations begin
November 17, Saturday	Final examinations suspended
November 21, Wednesday	Final Examination period ends
BREAK	
January 2, Wednesday	Winter term Check-In
January 3, Thursday	Winter term classes begin at 8:45 a.m.
January 11, Friday	Final day for delayed registration
January 21, Monday	Observance of Martin Luther King, Jr. Day (classes moved to x-periods, except 3A classes which move to the 3B period on Tuesday, January 22)
March 6, Wednesday	Winter term classes end at 5:20 pm; start of pre-exam break
March 9-12, Saturday–Tuesday	Winter term examinations
BREAK	
March 24, Sunday	Spring term Check-In
March 25, Monday	Spring term classes begin at 8:45 a.m.
April 3, Wednesday	Final day for delayed Check-In
May 27, Monday	Memorial Day –no classes – first day of pre-examination break
May 29, Wednesday	Spring term classes end at 5:20 p.m.
May 30, Thursday	Second day of pre-examination break
May 31-June 3, Friday–Monday	Spring term examinations
June 8, Saturday	Thayer School Investiture Ceremony
June 9, Sunday	Dartmouth Commencement Day
BREAK	
June 19, Wednesday	(Tentative) Summer term Check-In
June 20, Thursday	Summer term classes begin at 7:45 a.m.
June 22, Saturday	Special day of classes
July 1, Monday	Final day for delayed Check-In
July 4, Thursday	Independence Day, College Holiday
August 21, Wednesday	Summer term classes end, start of Pre-Examination Break
August 24-27, Saturday-Tuesday	Summer term examinations
BREAK	
September 15, Sunday	(Tentative) Fall term Check-In
September 16, Monday	Fall term classes begin
November 19, Tuesday	Fall term classes end; start of Pre-Examination Break
November 22-27, Friday-Wednesday	Fall term examinations

DARTMOUTH COLLEGE NOTICE OF NONDISCRIMINATION

Policy Statement

Dartmouth is dedicated to establishing and maintaining a safe and nondiscriminatory learning, living, and working environment in which all individuals are treated with respect and dignity. The College's Principle of Community establishes that interactions between and among members of the Dartmouth community should be based on integrity, responsibility, and consideration so that all may fully access and benefit from the opportunities the College provides.

Dartmouth is committed to the principle of equal opportunity for all its students, faculty, staff, and applicants for admission and employment. For that reason, Dartmouth prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, genetic information, military or veteran status, or any other legally protected status in the administration of and access to the College's programs and activities, and in conditions of admission and employment. Dartmouth adheres to all applicable state and federal equal opportunity laws and regulations.

Inquiries or complaints concerning the application of Title IX of the Education Amendments of 1972, including the institutional response to sex discrimination and sexual and gender-based harassment, may be referred to the Title IX Coordinator and/or the United States Department of Education:

Evelynn Ellis
Vice-President of Institutional
Diversity & Equity
Parkhurst Hall, Suite 006
Hanover, NH 03755-3541
Phone: 603-646-1606 | Fax: 603-646-2516
Email:
institutional.diversity.&.equity@dartmouth.edu
Web: Dartmouth.edu/~IDE

United States Equal Employment
Opportunity Commission
Boston Office
John F. Kennedy Federal Building
475 Government Center Boston, MA 02203
Phone: 800.669.4000 | Fax: 617.565.3196
TDD: 800.669.6820
Web: eeoc.gov/field/boston/index.cfm

New Hampshire Commission for
Human Rights
2 Chenell Drive, Unit 2
Concord, NH 03301
Phone: 603-271-2767 | Fax: 603-271-6339
E-mail: humanrights@nhsa.state.nh.us Web: nh.gov/hrc/

Approved by the Board of Trustees November 7, 2015

1. THAYER SCHOOL OVERVIEW

ADMINISTRATION

DEAN'S OFFICE

Joseph J. Helble, Dean (through late October)
204A Cummings Hall, Ext.: 646-2238

Laura E. Ray, Interim Dean (effective late October)
204A Cummings Hall, Ext.: 646-2238

Ian Baker, Senior Assoc. Dean for Academic Affairs
M312 MacLean, Ext.: 646-2184

Christine Cook, Chief Financial & Administrative Office
204B Cummings Hall, Ext.: 646-2238

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

Barbara Belloir, Executive Assistant to the Dean
204 Cummings Hall, Ext.: 646-2238

Molly Howard, Administrative Coordinator
203 Cummings Hall, Ext.: 646-2456

ACADEMIC PROGRAMS

Brian W. Pogue, Director, MS & PhD Programs
132 Cummings Hall, Ext.: 646-9358

Geoffrey G. Parker, Director, MEM Program
327 Murdough, Ext.: 646-9075

Ross A. Gortner, III, Associate Director, MEM Program
326 Murdough, Ext.: 646-9395

Erland M. Schulson, Chair, Engineering Science Dept. & Director, BE Program
110 Cummings Hall, Ext.: 646-2888

Eric Fossum, Director, PhD Innovation Program
141 MacLean, Ext.: 646-3486

Eric W. Hansen, Director, Dual Degree Program
143 MacLean, Ext.: 646-2205

ACADEMIC & STUDENT AFFAIRS, REGISTRAR

Holly Wilkinson, Assistant Dean, Academic & Student Affairs
M105 MacLean, Ext.: 646-3483

Daryl A. Laware, Registrar
Room M109 MacLean, Ext.: 646-3801

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

Jenna D. Wheeler, Undergraduate Programs Administrator
M103 MacLean, Ext.: 646-3677

Jessica C. Widdicombe, Administrative Assistant
M103 MacLean, Ext.: 646-2606

ADVANCEMENT & ALUMNI RELATIONS

Rick E. Cote, Executive Director of Advancement
206B Cummings Hall, Ext.: 646-1867

Linnell J. Bickford, Director, Leadership Giving
206 Cummings Hall, Ext.: 646-9550

Brenda Beard, Director, Annual Giving & Special Fundraising Initiatives
206B Cummings Hall, Ext.: 646-1304

Jennifer Seiler, Director, Alumni Engagement & Advancement Events
206C Cummings Hall, Ext. 646-3639

Tessa Hill, Assistant Director, Stewardship & Advancement Admin
206 Cummings Hall, Ext. 646-2656

Ashley Patton, Annual Fund Coordinator and Reporting Specialist
206 Cummings Hall, Ext. 6-3490

BUSINESS & FINANCE

Lori A. Laventure, Director, Budget Operations & Finance Office
111D Cummings Hall, Ext. 646-2954

Margaret (Peg) DeLucia, Manager, Thayer HR Services
106 Cummings Hall, Ext. 646-3526

Tracy E. Ballou, Director, Research Administration
111 Cummings Hall, Ext.: 646-0616

Ann Battaglia, Financial & Research Analyst
108 Cummings Hall, Ext.: 646-1256

Angela Beaupre, Financial & Research Analyst
111C Cummings Hall, Ext.: 646-9074

Debra J. Clifford, Senior Finance Specialist
111 Cummings Hall, Ext.: 646-3552

Cathleen Duffy, Grant Manager
111C Cummings Hall, Ext.: 646-9956

Jodi Harrington, Senior Financial & Research Analyst
111 Cummings Hall, Ext.: 646-2455

Audrey Van Zandt, Administrative Coordinator
108 Cummings, Ext.:

CAREER SERVICES

Jennifer St. Laurence, Director
135 Cummings Hall, Ext.: 646-1490

Amy Keeler, Associate Director
135 Cummings Hall, Ext.: 646-2375

Ray Garcia, Career Services Coordinator
135 Cummings Hall, Ext.: 646-0630

COMMUNICATIONS

Eun (Lee) Koh, Senior Director of Communications
104 Cummings Hall, Ext.: 646-3521

Kathryn M. Lapierre, Associate Director of Communications
104 Cummings Hall, Ext.: 646-0617

Catharine M. Lamm, Director of Public Info. & Web Managing Editor
104 Cummings Hall, Ext.: 646-3943

Ethan H. Darling, Web Information Manager
227 MacLean, Ext.: 646-0382

Patricio Sarzosa, Graphic Designer
104 Cummings Hall, Ext.: 646-1246

Kristen Senz, Writer
104 Cummings Hall

Charles (Rusty) Spydell, Videographer
104 Cummings Hall

COOK ENGINEERING DESIGN CENTER

Ronald Lasky, Director
119 MacLean, Ext.: 646-9197

FACILITIES

Jonathan Stark, Director, Facilities Planning & Operations
131 MacLean, Ext.: 646-3457

Rene L. Dauphinais, Electronics Technician, Instrument Room
25 MacLean, Ext.: 646-9001

Roger E. Dauphinais, Communications Technician, Instrument Room
25 MacLean, Ext.: 646-9002

John H. Farr, Copy Services Coordinator/Instrument Room Technician
14 Cummings Hall, Ext.: 646-2627

Daniel Marchand, Electronics Technician, Instrument Room
25 MacLean, Ext.: 646-9003

Michael A. West, Electronics Technician, Instrument Room
25 MacLean, Ext.: 646-9779

FACULTY SUPPORT

Holly A. Buker, Academic Assistant
332 Murdough, Ext.: 646-3546

Kathy Burnham, Administrative Assistant
137C Cummings Hall, Ext.: 646-3860

Kathy DiAntonio, Academic Assistant
133 MacLean, Ext.: 646-3551

Carissa Fracoeur, Academic Assistant
119F Cummings Hall, Ext.: 646-2239

Marge Heggison, Academic Assistant
128 Cummings Hall. Ext.: 646-2674

Mary Moul, Administrative Assistant, Ice Research Laboratory
227 Cummings Hall, Ext.: 646-3858

Megan Oman, Academic Assistant
113 MacLean, Ext.: 6-8794

Joe Plourde, Academic Assistant
217 Cummings Hall, Ext.: 6-3557

Cara Stevens, Academic Assistant
307 MacLean, Ext.: 646-9151

Karen Thurston, Academic Assistant
209 MacLean, Ext.: 646-3276

Stephanie Turner, Administrative Assistant
307 MacLean, Ext.: 646-2352

Ellen Wirta, Academic Assistant
229 MacLean, Ext.: 646-2239

FELDBERG BUSINESS AND ENGINEERING LIBRARY

Jane Quigley, Librarian
Feldberg Library, Ext.: 646-3065

John Cocklin, Reference Librarian
Feldberg Library, Ext.: 646-2546

Anne Esler, Reference Librarian
Feldberg Library, Ext.: 646-1152

Kenneth Gonzalez-Ponce, Document and Technology Specialist
Feldberg Library, Ext.: 646-3653

Janifer Holt, Reference Librarian
Feldberg Library, Ext.: 646-3066

Richard Langdell, Library Services Specialist
Feldberg Library, Ext.: 646-9241

Mark Mounts, Reference Librarian
Feldberg Library, Ext.: 646-1145

Phyllis Nemhauser, Library Supervisor
Feldberg Library, Ext.: 646-2191

Karen Sluzenski, Reference Librarian
Feldberg Library, Ext.: 646-1339

FORMULA HYBRID

Douglas A. Fraser, Director
217A Cummings Hall, Ext.: 646-3522

Sydney Garcia, Program Coordinator, Sponsored Programs
217 Cummings Hall, Ext.: 6-6580

INFORMATION TECHNOLOGY

Mark Franklin, Director of Computing Services
116 Cumming Hall, Ext.: 646-6485

Jared Benedict, Systems Administrator
227 MacLean, Ext.: 646-9188

Zack Bennis, User Support Analyst
130 MacLean, Ext.: 646-6589

Bryant Coen, Data Integration Specialist
219 MacLean, Ext.: 6-0412

Richard Crowley, Systems Administrator
227 MacLean, Ext.: 646-9042

Matthew Dailey, Systems Administrator
227 MacLean, Ext.: 646-2760

Ethan Darling, Web Information Manager
227 MacLean, Ext.: 646-0382

Jane Reynolds, User Support Analyst
126 MacLean, Ext.

Benjamin Servoz, Systems Administrator
227 MacLean, Ext.: 646-3010

David A. Townsend, Computer Support Technician
126 MacLean, Ext.: 646-9381

INSTRUCTIONAL LABS

Christopher G. Levey, Director
217E Cummings, Ext.: 646-2071

Kevin R. Baron, Machine Shop Manager & Instructor
26A Cummings Hall, Ext.: 646-3261

Robert Barry, Engineering Laboratory Instructor
220 Cummings Hall, Ext.: 646-2233

Mary Kay Brown, Biotech Laboratory Instructor
124 Cummings Hall, Ext.: 646-1467

Daniel C. Cullen, Engineering Laboratory Instructor
(Richard Couch Project Lab, Fluids Mechanics Lab, Materials Science Lab)
7 MacLean, Ext.: 646-0282

Douglas A. Fraser, Senior Research Engineer and Laboratory Instructor
217A Cummings Hall, Ext.: 646-3522

David Picard, Engineering Laboratory Instructor
6 Cummings Hall, Ext.: 6-0774

Raina White, Engineering Laboratory Instructor
007 Cummings Hall, Ext.: 646-6827

RESEARCH LAB MANAGERS

Mary Kay Brown, Biotechnology Lab
124 Cummings Hall, Ext.: 646-1467

Lindsay Holdcroft, Biomass Lab
15B Cummings Hall, Ext.: 646-9681

MAKER/MACHINE SHOP

Kevin R. Baron, Manager
26A Cummings Hall, Ext.: 646-3261

Jason C. Downs, Technical Instructor
25 Cummings Hall, Ext.: 646-8798

Nick Edwards, Technical Instructor
26 Cummings Hall, Ext.:

Peter J. Fontaine, Special Instructor
25 Cummings Hall, Ext.: 646-3096

Lee Schuette, Operations Manager
26 Cummings Hall, Ext.: 6-1465

RECEPTION

Rebecca Carey, Receptionist
004 MacLean, Ext.: 646-2230

RESEARCH ENGINEERS/SCIENTISTS

Barbara H. Currier
113B Cummings Hall, Ext.: 646-3642

John H. Currier
113B Cummings Hall, Ext.: 646-3642

Douglas A. Fraser
217A Cummings Hall, Ext.:646-3522

WOMEN IN SCIENCE PROJECT

Holly Taylor, Associate Director
Parker House, Ext.:646-3685

Heather Williams, Department Coordinator
Parker House, Ext.: 646-3690

For the most up-to-date listing visit <https://engineering.dartmouth.edu/people/administration>)

CORE FACULTY

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

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Joseph Helble, Dean	204A	6-2238
Laura Ray, Interim Dean	M139	6-1243
Margaret Ackerman	119B	6-9922
Mary Albert	M308	6-0277
Ian Baker	M239	6-2184
Petra Bonfret-Taylor	M304	6-0116
Petr Bruza	C749	
Zi Chen	M215	6-6475
John Collier	119B	6-2355
Benoit Cushman-Roisin	134	6-3248
George Cybenko	M237	6-3843
Scott Davis	C225	6-9684
Sol Diamond	119C	6-1311
Jonathan Elliott	Williamson 774E04	5-1910
Brenden P. Epps	M303	6-6656
Jeremy Faludi	217D Cummings	6-3154
Amro Farid	119A	6-1524
Eric Fossum	217D	6-3486
Harold Frost	109	6-3444
Tillman Gerngross	128C	6-3161
Karl Griswold	128E	6-2127
Ryan Halter	129B	6-0773
Eric Hansen	M143	6-2205
Alexander Hartov	M117	6-3936
Jane E. Hill	M305	6-8656
Shudong Jiang	203	6-2284
Ronald Lasky	M119	6-9197
Christopher Levey	217E	6-2071
Weiyang (Fiona) Li	M310	6-3802
Jifeng Liu	227B	6-9885
Geoffrey Luke	M301/Williamson	5-1919
Lee Lynd	128D	6-2231
Vicki May	M131	6-9148
Matthew McGarry	C226	
Paul Meaney	225C	6-3939
Kofi Odame	227A	6-9156
Daniel Olson	B14	6-1567
Geoffrey Parker	Mur327	6-9075
Keith Paulsen	136	6-2695
Donald Perovich	C107	6-6586
Minh Phan	M137	6-0917
Brian Pogue	132	6-3861
Peter Robbie	M115	6-9396
Eugene Santos, Jr.	M235	6-6490
Rahul Sarpeshkar	119E	6-6821
Erland Schulson	110	6-2888
Xiongjun Shao	B10B	6-9836
Simon Shepherd	212	6-0096

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Fridon Shubitidze	228	6-3671
Jason Stauth	203A	6-2723
Charles Sullivan	210	6-2851
Stephen Taylor	M211	6-1251
B. Stuart Trembly	214	6-2118
Douglas Van Citters	115	6-6406
Vikrant Vaze	M325	6-9147
Ulrike G.K. Wegst	106	6-3145
John X.J. Zhang	M233	6-8787

STAFF

<u>NAME</u>	<u>ROOM</u>	<u>EXT.</u>	<u>TITLE</u>
Sally Hull	C231	6-9150	Research Coordinator
Blaise Stephanus	Off site		Program Mgr., Ice Drilling Program

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

ADJUNCT/VISITING FACULTY

Iyad Abu
Steven Arcone
Benjamin Barrowes
Eric Bish
Mark Borsuk
Jay C. Buckey, Jr.
Xu Cao
Chi-Yang Cheng
David Cole
Zoe Courville
Hamid Dehghani
Eugene Demidenko
Ursula Gibson
David Gladstone
Oliver Goodenough
Richard Granger
Richard M. Greenwald
P. Jack Hoopes
Xuan Hu
Michael Jermyn
Sean (Songbai) Ji
Stephen Chad Kanick

Eric Kobylarz
Frederic Leblond
James H. Lever
Jianmin Luo
Edward March
Michael B. Mayor
Roberto Mazzoli
Kevin O'Neill
Ulf Osterberg
Joseph Paydarfar
Christopher Polashenski
Carl Renshaw
David Roberts
Joseph Rosen
Kimberley Samkoe
Axel Scherer
Scott Snyder
Lynn Stein
Harold Swart
Eli Van Houten
John B. Weaver
Benjamin Williams

EMERITUS FACULTY

Alvin Converse
Elsa Garmire
Robert Graves
Charles Hutchinson
Francis Kennedy
William Lotko
Daniel Lynch
Victor Petrenko
Horst Richter
Bengt Sonnerup
Graham Wallis

LECTURERS

Daniel Cullen
P. Jack Hoopes
Kendal Hoyt
Eugene Korsunskiy
Mark Laser
David Macaulay
Steve Peterson
Joseph Rosen
Scott Snyder
Markus Testorf
John D. Wilson

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

GUARINI SCHOOL OF GRADUATE AND ADVANCED STUDIES

37 Dewey Field Road, Room 437

603-646-2106

F. Jon Kull	Dean	6-2106
Gary L. Hutchins	Assistant Dean	6-2107
Kerry H. Landers	Assistant Dean, Graduate Student Affairs	6-1743
Jane Seibel	Assistant Dean, Graduate Recruiting & Diversity	6-6578
Victoria Blodgett	Assistant Dean, Post-Doctoral Affairs	6-0095
Amanda Skinner	Assistant Director, Outreach & Communications	6-2142
Amy Gallagher	Administrative Assistant	6-2106
Ruth Friend	Admissions Assistant	6-8193
Rachel Brog	Graduate Assistant, Graduate Housing	

2. LABORATORY POLICIES/INFORMATION

DIGITAL ELECTRONICS LAB

Digital Instruction Lab: Room C221

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

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

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

ANALOG ELECTRONICS LAB

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

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

MATERIALS LABORATORIES

The Materials Laboratories are located in Rooms M016, M026, M028, and MB028 in MacLean ESC, and are under the supervision of Daniel Cullen and Christopher Levey. The use of equipment, instruments, tools, chemicals or other supplies is restricted to registered students and Dartmouth College employees.

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

Christopher Levey, Director of Instructional Labs, Room C217E, ext. 6-2071
Daniel Cullen, Project/Fluids/Materials Lab Manager, Room M007, ext. 6-0282

BIOTECHNOLOGY LABORATORY

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

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

Margie Ackerman 119B, 6-9922

Tillman Gerngross 128C, 6-3161

Karl Griswold 128E, 6-2127

Jane E. Hill, M305, 6-8656

Lee Lynd, Room 128D, 6-2231

PROJECT LABORATORIES

There are four instructional project lab spaces on the ground floor of the Thayer School: the Couch Project Design Lab (M009/M014), the Fahey Advanced Design Lab (M003), the Large Frame Project Lab (M030), and the Electronics Project Lab (C011). For overall lab use questions or when the supervisor below is not available, you can contact the Director of Instructional Labs, Prof. Chris Levey or the Building Manager, Jon Stark. These labs are intended for curricular project work; faculty labs are more appropriate for sponsored research.

The Couch lab is a large general design and assembly space for use in a variety of primarily undergraduate project courses including ENGS 21. Large benches are available for project work, but should be kept clear when work is not actively ongoing, and **must be cleared** before the next class day starts (TA's clear anything left on tables between 7AM and 9AM every weekday). Wall storage units are available for parts storage. A variety of mechanical and electronics test equipment is also available. Some power tools are provided for use by students with safety training or under direct supervision of trained TAs. The lab is open 24 hours a day, 7 days a week with the large power tools available from 8:00 am – 4:30 pm Monday – Friday. Hats and safety glasses must be worn when using power tools. Hearing protection, chemical splash goggles, and gloves are available in the Instrument Room. For more detail, please refer to the posted document “Student Project Lab Rules and Etiquette”. Food and drink are permitted as long they are cleaned up when done. This space is under the supervision of Daniel Cullen.

The Fahey lab is for use only by students who have been assigned a specific workspace and provided with electronic access to the door. Space in this lab is typically assigned to BE capstone projects (89/90), but other student project groups may also request space, and the lab is occasionally used for other project courses. In contrast to the Couch lab, project work may be left out for extended periods in assigned areas. This lab is reserved for reasonably clean and quiet curricular projects; not a place for engine oil! Locking policy changes term to term depending on user-base, but the door is typically kept locked except from 8:00 am – 5:00 pm weekdays, so as to secure valuables of those using the lab; proximity card (ID) access is available 24/7 to authorized users. This space is under the supervision of Chris Levey.

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

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

THAYER SCHOOL INSTRUMENT ROOM

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

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

The copy and fax machines are located in Room 23.

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

Personnel:

Jonathan Stark, Director of Facilities Planning & Operations Room MacLean 131 , ext. 6-3457

Rene Dauphinais, Electronics Technician, Room M25, ext. 6-9001

Roger Dauphinais, Communications Technician, Room M25, ext. 6-9002

Daniel Marchand, Electronics Technician, Room M25, 6-9003

Michael West, Electronics Technician, Room M25, ext. 6-9779

John Farr, Copy Services Coordinator/Instrument Room Technician

Reservations of equipment, Instrument Room, ext. 6-2793

Equipment Checkout

- Your active Dartmouth College ID Card is needed to obtain equipment.
- Equipment signed out is for legitimate Dartmouth projects, only.

- Scheduled Thayer labs and classes have priority on select equipment requests.
- Equipment may be used off Campus. The Williamson Building is considered on Campus.
- Equipment may be signed out for two weeks, unless otherwise stated. An extension may be allowed with your request sent to tir@dartmouth.edu.
- Equipment signed out to you is your responsibility and must be returned in a timely manner.
- Report equipment malfunctions to the Thayer Instrument Room personnel.

Keys Checkout

- Your Active Dartmouth ID Card is required to obtain a key.
- Students must have their advisor email an authorization to: tir@dartmouth.edu before a lab key can be issued.
- Students DA\$H account will be charged a \$25.00 Replacement Fee for any lost or stolen key. Employees may pay the Fee in CASH or Check at the Thayer Finance Office.

MACHINE SHOP

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

Shop users must consult the shop Greeter before beginning work in the machine shop. The Greeter will assign a shop employee to assist each shop user. Prior to admission to the Machine Shop everyone is required to attend a shop safety orientation. Shop users must wear proper clothing (i.e., no long sleeve shirts or blouses, no shorts, no ties, no sandals or open-toed shoes, etc.) and proper safety equipment (safety glasses, cap, etc. provided).

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

Personnel

Kevin Baron	Machine Shop Director	Room 26, ext. 6-3261
Lee Schuette	Machine Shop Operations Manager	Room 26 ext. 6-1465
Jason Downs	Technical Instructor	Room 26, ext. 6-8798
Nick Edwards	Technical Instructor	Room 26, ext. 6-3096

3. FINANCIAL MATTERS

FINANCIAL AID

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

FEDERAL DIRECT LOANS

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

Graduate students may borrow up to \$20,500 through the Federal Direct Unsubsidized Loan programs each year. Interest is not subsidized on any portion of the loan and the fixed rate is 6%. The Federal Direct Loan Program offers a 10 year repayment term beginning six months after leaving school.

Graduate students may also borrow through the Federal Direct Graduate PLUS Loan program. The limit for this loan is the cost of education as determined by the Thayer School minus any other financial aid. The loan is credit-based and is not subsidized. It has a fixed rate of 7%.

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

Limited funds are available for short-term loans for emergency needs of Thayer School students. Arrangements for these interest free loans are made through Ann St. Onge at Thayer School, Room 108, Cummings Hall.

FIRST YEAR INTERNATIONAL STUDENT EMERGENCY LOAN FUND

This College loan fund is available to first year international graduate students granted only in the months of August, September and October. Amounts of the loan will not exceed \$1,000. Repayment of the loan will be made by equal monthly deductions from the graduate student's stipend over the remainder of the academic year (final deduction May 1st). Please see Ann St. Onge in Room 108, Cummings Hall for application and approval.

Short term Student Emergency Loan Fund

This College loan fund is available to first year MS and PhD students. Amounts of the loan will not exceed \$500. Repayment of the loan will be made by equal monthly deductions from the graduate student's stipend over a three month period. Please see Ann St. Onge in Room 108, Cummings Hall for application and approval.

STUDENT ACCOUNT STATEMENTS (BILLS)

Student College Statements (Bills) are available online twice each term which are produced by the Campus Billing and DartCard Services Office. An email will be sent to your Dartmouth email account when a statement becomes available. The statement includes tuition charges and scholarship credits as well as other allowed student charges

such as health fees, room rent, dining costs, and class charges. The penalty for late payment of the College bill is 1.5% of the balance outstanding, on the due date.

D-Pay is the online billing and payment system where you can view your online statements. It provides access to account statements, recent account activity and, if you choose, online payment. Account holders can also authorize access to "Other Payers." Information on how to gain access to and use the system is available online at: <http://www.dartmouth.edu/~control/student/>.

Pending credits, such as financial aid, tuition awards, or disputes of charges on your statement may not be received by the due date. If this is the reason you are not paying the entire balance due, please complete an "Explanation Form" in D-Pay or contact Ann St. Onge in Room 111 Cummings Hall, or at 603-646-1256. Late charges assessed will NOT be reversed if differences are not explained.

If you have a credit balance on your student account, refund request can be made online via Student Self-Service at: <http://www.dartmouth.edu/bannerstudent>, by contacting Campus Billing and DartCard Services or clicking the Banner Student link on ThayerExpress: <https://engineering.dartmouth.edu/express/>. Cash refunds of up to \$500 are available if you visit the Campus Billing and DartCard Services Office.

Statements are available about six weeks before each term starts with a follow-up statement about two weeks after the start of the term. Tuition scholarships and fellowships are posted automatically for students awarded them. These will appear in the "Anticipated Aid" field of the statement and will be posted to your account after registration (check-in). Loans, on the other hand, cannot be credited until the student has completed check-in for the term. Consequently, often loans will not appear until the follow-up statement. Tuition for 2018-2019 will be \$17,832 per term and must be paid before a student can complete check-in for each term. Student Account statements for the Fall Term will be available to students in early August; payment due by early September. Tuition bills for Winter and Spring Terms will be emailed in November, (payment due by mid-December) and mid-February (payment due by mid-March), respectively. Exact dates can be found at: <http://www.dartmouth.edu/~control/student/schedule.html> (select Thayer School of Engineering). A late payment fee will be assessed for payment of any billing that is received after the due date.

If you have questions regarding your bill or other financial matters, please contact Ann St. Onge, Room108, Cummings Hall or 646-1256, or visit the website at www.dartmouth.edu/~control/student/.

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

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

TUITION

Tuition is billed each term through the Campus Billing and DartCard Services Office and credits are made automatically for students receiving tuition scholarships or assistantships. Pending tuition awards will appear in the "memo balance" field and will be posted to the account after registration. Loans, on the other hand, cannot be

credited until the student has registered for the term. Consequently, such loans will appear on a bill following the tuition statement.

Tuition for 2018-2019 will be \$17,832 per term and must be paid before a student may register for each term. Tuition bills for Fall Term will be emailed to students in early August; payment due by early September. Tuition bills for Winter and Spring Terms will be emailed in November, (payment due by mid-December) and mid-February (payment due by mid-March), respectively. Exact dates can be found at <http://www.dartmouth.edu/~control/student/schedule.html> (select Thayer School of Engineering). A late payment fee will be assessed for payment of any billing that is received after the due date.

If you have questions regarding your bill or other financial matters, please contact Ann St. Onge, Room 108, Cummings Hall or 646-1256, or visit the website at www.dartmouth.edu/~control/student/.

UNPAID COLLEGE BILLS

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

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

MONTHLY STIPENDS

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

Unless the employee has set up Direct Deposit, paychecks for student employees will be mailed to the student's Hinman box. Student employees are strongly encouraged to "Go Paperless" and receive payslips and annual W-2 tax forms online. This gives the employee access to their earnings in a more timely manner and you may also choose to have your payslip delivered by e-notification rather than receive paper in your Hinman box. Go to: <http://employee.dartmouth.edu> to get started. It's easy to do using Payroll's Quick Start Guide.

Between terms and during terms in which a student is not enrolled, student mail is forwarded from the Hinman Mail Center. If a student will be receiving a paycheck (or payslip) during that period, it is imperative that the individual designate a temporary forwarding address (under "Address/Contact Information" section) in Banner Student. If no temporary contact information is given, Hinman will mail paychecks or payslips to the home address recorded in Banner Student.

HOURLY EMPLOYMENT

Dartmouth has moved to an electronic timecard system for all hourly-paid students to record their work time in the Kronos system. If you are planning to work you will need to complete an electronic Student Intake form. The link can be found on ThayerExpress at <https://engineering.dartmouth.edu/express/> or you can contact the Finance Office. Once this form is received by the Finance Office and entered into Kronos you will receive notification from Kronos with a link to log in. For additional information, training video and dates for training sessions you can access the Student Employment website at <http://www.dartmouth.edu/~seo/student/>. If you have any questions, please visit the Finance Office in Room 111, Cummings Hall.

REQUIRED PAPERWORK

All new student who will be receiving a monthly stipend or working as an hourly paid student are required to complete legal documents **within 3 days** of their starting date to verify their eligibility to work.

I-9 Form (Employment Eligibility Verification)

This form must be completed **in person in front** of a certified I-9 representative. We have two certified I-9 representatives at Thayer; Debra Clifford in the Finance Office, Room 111, Cummings Hall and Margaret DeLucia, Room 106, Cummings Hall.

Direct Deposit, Federal W-4 Form & Paperless Payslips (Go Green!)

All employees are strongly encouraged to "Go Paperless" and receive payslips and annual W-2 tax forms online.

Go to: <http://employee.dartmouth.edu> to get started. Select Student Self-Service and proceed to:

W-4 Information: Modify your Federal W-4 tax withholding information.

Direct Deposit: Set up your check to be deposited directly into your personal US bank account.

Go Paperless: Stop receiving paper in your HB. Select "No" under "Paper" for each option.

For FAQs & Quick Start Guide visit the Payroll Office website for more information:

<http://www.dartmouth.edu/~control/payroll/>

CONFERENCE TRAVEL FOR PhD CANDIDATES

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

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

4. STUDENT SERVICES

CAREER SERVICES

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

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

Advising Appointments. From identifying your career interests and skills to accepting a job offer, a Career Services staff member is available to help you at each step of your career development. Schedule an appointment by dropping by the office (Cummings 135) or by calling 646-0630.

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

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

Career Fairs/Virtual Interview Days. The Thayer School of Engineering Career Fair is typically held late September, and Virtual Interview Days are held in the winter and spring quarters.

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

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

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

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

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

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

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

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

Staff

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

Amy Keeler, Associate Director, ext. 6-2375

Radoyka (Ray) Garcia, Career Services Coordinator, ext. 6-0630

Location - Cummings Hall, Room 135

DARTMOUTH COLLEGE HEALTH SERVICE

(www.dartmouth.edu/~health)

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

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

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

Medical Services

The Primary Care outpatient clinic provides general medical care for acute and chronic health conditions as well as for preventative services. Our medical staff includes physicians, physician assistants, nurse practitioners and registered nurses who are available by appointment. Services include men's health and women's health annual exams, including screening procedures as recommended by national guidelines, gynecological exams and contraceptive management including IUD insertions, sexually transmitted infection screening and treatment, travel medicine including travel immunizations, allergy injections, evaluating sports injuries, medically-oriented counseling regarding sexual expression and sexuality, food and nutrition (including eating disorders), and alcohol, drug and sleep issues. When appropriate, we refer students to specialists at the Dartmouth-Hitchcock Medical Center (DHMC). Appointments may be scheduled electronically: dartgo.org/healthservices or by calling our main number 603-646-9400 for a list of services and options for care. If you need assistance to get to the Health Service, call the Department of Safety & Security (DOSS) at 603-646-4000.

Inpatient Services

The Inpatient Department provides hospital and infirmary care in a 10-bed unit. Infirmary care is for students whose illness or injury would normally be cared for at home by family members. The Department is open during fall, winter, and spring terms and is staffed by Registered Nurses. Health Service Providers and Counselors are available in house during the day and on call after hours. Students requiring more extensive hospitalization are referred to the Dartmouth-Hitchcock Medical Center, located approximately 2 miles from campus.

Personal Counseling

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

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

In addition to our clinical services, The Counseling Center provides a range of programs to promote mental health, emotional resilience and wellness throughout the campus community. Counselors can present/facilitate

programs pertinent to college counseling and college life, on topics such as anxiety, stress management, depression, and adjusting to college life.

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

For more information or to make an appointment, please call 603-646-9442. Information is also available on our website at www.dartmouth.edu/~chd

Dick Hall's House Pharmacy

Located on the first floor of Dick's House past the Appointment Office, the Dick Hall's House Pharmacy, operated by Dartmouth-Hitchcock, is open during the fall, winter and spring terms weekdays from 9 am to 5 pm, and 9 am to 4 pm during intersessions and summer term; closed 12:30-1 pm for lunch daily. The Pharmacy is staffed by registered pharmacists and certified pharmacy technicians and accepts most insurance plans. Prescriptions can be phoned, e-prescribed, faxed, dropped off or transferred to the Pharmacy. Most prescriptions are ready within 20 minutes or less. The Pharmacy email address is Dicks.House.Pharmacy@Dartmouth.edu, phone number is (603) 646-9456, and fax number is (844) 771-0140. Pharmacists are available for consults and medication reviews any time the Pharmacy is open.

Students may charge purchases to DA\$H or pay with cash or credit card. Charges made to DA\$H accounts do not state the name of the medication dispensed as that information is confidential and cannot be released without patient consent. The Pharmacy stocks a full supply of OTC items, snacks, and small gifts and students and employees are eligible to receive a 10% discount on all over-the-counter items. Customers are encouraged to visit the Pharmacy during operating hours, but if an OTC item is needed, a vending machine is available 24/7 in the lobby of Dick's House. Although this is convenient, the 10% discount is not available on these items. These purchases can be paid using DA\$H or cash.

For further information see our website: <https://www.dartmouth.edu/~health/services/pharmacy.html>

Educational Resources

The staff at the Student Wellness Center strive to cultivate an environment that supports the wellbeing of our students by translating research into action, embracing innovation, and encouraging positive change on the individual and community level.

We aim to empower students to reach their fullest potential through holistic wellness by maximizing health promoting behaviors and minimizing harmful behaviors during their college experience and beyond. This objective is accomplished through providing opportunities for reflection, intention, and connection across different dimensions of wellness.

Check out our website for relaxation recordings, resources, and programs available: <https://www.dartmouth.edu/~healthed/> or contact The Student Wellness Center [603-646-9414](tel:603-646-9414).

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

Pharmacy

603-646-9456

Insurance and Patient Accounts

603-646-9438, 646-9439

FELDBERG BUSINESS AND ENGINEERING LIBRARY

The Feldberg Business & Engineering Library is one of eight libraries comprising the Dartmouth College Library system. It provides services and access to information resources in engineering sciences and business administration, and is located on the first floor of the Murdough Center, adjacent to Cummings Hall. The engineering research guide is a good starting point to find resources that support research and teaching at Thayer School, and engineering librarians Janifer Holt and Mark Mounts can answer a wide range of research, data, and publication related questions.

Other campus libraries with services and collections relevant to Thayer School programs include Kresge Physical Sciences Library and the Biomedical Libraries.

A popular service among Thayer School faculty and students is BorrowDirect, a rapid book request and delivery service to get books beyond Dartmouth. BorrowDirect enables faculty, staff and students to search and request books from the combined library catalogs of the 13 member libraries in this resource sharing partnership.

Jane Quigley, Head of Research & Data Services, 646-3065
John Cocklin, Business, Economics & Engineering Librarian, 646-0238
Anne Esler, Business, Economics & Engineering Librarian, 646-1152
Janifer Holt, Business, Economics & Engineering Librarian, 646-3066
Mark Mounts, Business, Economics & Engineering Librarian, 646-1145
Karen Sluzenski, Business, Economics & Engineering Librarian, 646-1339
Kenneth Gonzalez-Ponce, Document & Technology Specialist, 646-3653
Richard Langdell, Library Services Specialist, 646-9241
Phyllis Nemhauser, Library Supervisor, 646-2192

OTHER LIBRARIES

Humanities, Social Sciences

Baker-Berry Library, 646-2560

Biomedical & Life Sciences

Dana Biomedical Library, 650-1658

37 Dewey Field Road, 3rd Floor

Matthews-Fuller Health Science Library, 650-7658

Dartmouth-Hitchcock Medical Center (DHMC), 5th Floor

Physical Sciences, Mathematics
& Computer Science

Kresge Physical Sciences Library, 646-3563

Sherman Fairchild Physical Sciences Center

Music

Paddock Music Library, 646-3120

Hopkins Center for the Arts

Art, Architecture & Photography

Sherman Art Library, 646-2305

Carpenter Hall

Archives, Rare Books and
Manuscripts

Rauner Special Collections Library, 646-2037

Webster Hall

THAYER SCHOOL COMPUTER FACILITIES

Research and Instructional Facilities

Computing Facilities

Thayer School has a variety of computers including Linux workstations, Windows PCs, and Macs. All of these computers are networked in order to share data and other resources. Wireless Ethernet is available throughout Cummings Hall, MacLean Hall, and across campus. Most locations in our facilities have gigabit wired Ethernet.

Generally available Linux workstations and servers provide a wide variety of teaching and research resources, utilizing commercial and educational software. A large number Windows and Mac desktop and notebook computers in instructional labs, research labs, and offices serve a myriad of education, administration, word processing, presentation, and communications purposes.

For the latest information about how to get access to Thayer School Linux and lab computers, see <http://computing.thayer.dartmouth.edu>. Most Thayer School community members should automatically gain access when they join Thayer School or when they enroll in a Thayer School course.

Dartmouth College Research Computing maintains several large Linux clusters and servers. For more information about these, search for “Dartmouth Research Computing”.

Thayer School's public computing resources are available to all Thayer students on a first-come, first-served basis. Students are expected to conserve computing resources and to follow the Honor Principle and the Dartmouth Computing Code in their use of computers at Thayer and across campus. For more information about Dartmouth computing policies, see <http://tech.dartmouth.edu/its/about/about-its/policies>.

For computing assistance, please consult <http://computing.thayer.dartmouth.edu> or send an email request to computing@thayer.dartmouth.edu.

Mark J. Franklin, Director of Computing Services, ext. 6-6485

EMAIL AND PASSWORDS

The easiest way to access Dartmouth email is by logging into <http://bwa.dartmouth.edu> using your Dartmouth NetID.

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

PERSONAL COMPUTERS

Thayer School provides sufficient resources (including public labs and our virtual computer lab) for students to accomplish any Windows computing they need for our curriculum, so it is fine for students to have Mac, Chromebook, or Windows computers for their personal use.

COPY SERVICES

The Copy Center is located in the basement of Cummings Hall, Room 14 (The larger copiers are available between 7:00 a.m. and 4:00 p.m.). When the machine is unattended, you may make your own copies on the machine. Operation is self-explanatory.

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

John H. Farr, Copy Services Coordinator/Instrument Room Technician
Room 14, ext. 6-2627

THAYER SCHOOL BUILDING SECURITY

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

- 1) Jon Stark, Facilities Manager, is your primary contact for building security-related issues. Jon can be reached via the Dartmouth blitzmail system, at 646-3457, or by stopping by his office MacLean 131. If Jon is not available please contact Professor Chris Levey with any security-related issues. For security related conduct code issues, Assistant Dean Holly Wilkinson is an additional resource.
- 2) Become aware of who is normally in the building and note routine activities that occur. This is especially important if you are at Thayer School after most faculty and staff have left for the evening. If a stranger is in the building, or if you note unusual behavior or unauthorized use, please report the incident immediately to the Safety and Security Office (646-2234), and to Jon Stark the following day. If you believe reporting the incident can wait until the next day, please contact Jon Stark first thing in the morning and he will take appropriate steps at that time.
- 3) **Unauthorized entry and/or use of facilities is a violation of the Dartmouth and Thayer School codes of conduct.** Unauthorized locations include all locked spaces (for non-key holders); the machine shop, instrument room, copy center, and related facilities after posted hours of operation or when locked; closed research labs (without permission); and private offices other than your own. Many laboratories pose serious safety risks for untrained users. **Defeating locks or security cables, and entering through windows are serious violations which may result in disciplinary action, possibly including suspension.** Unauthorized use of equipment, computer files, accounts or passwords, and unauthorized possession of door keys or codes are also serious violations of conduct. Violations which impact building security should be reported to the building manager, Jon Stark and/or the Assistant Dean, Holly Wilkinson. Further details are given in the Code of Conduct, the Computing Code, and the Honor Principle sections of this manual.
- 4) If you see unauthorized or unsafe activity at Thayer, it is your responsibility as a member of the community to take some action. This is particularly true of laboratory or shop activity that could endanger the safety of others. You should question the individuals involved in such activity, and/or consult the building manager (Jon Stark), the Director of Safety (Chris Levey), the Assistant Dean (Holly Wilkinson), or others in the faculty or administration.
- 5) The exterior doors to Cummings Hall are locked during the following times:
 - a) Sunday through Saturday, 10:00 PM to 6:00AM
 - b) Saturday and Sunday, beginning Friday at midnight until Monday at 5:00AM
 - c) Dartmouth observed holidays
 - d) During term breaks exterior doors are locked Sunday through Saturday from 10:00PM to 6:00AM.
- 6) Loading dock doors are locked after Thayer School’s normal hours of operation, which are Monday through Friday, 8:00AM until 4:30 PM.
- 7) The Dartmouth College Security Card System gives all currently registered students, faculty, and staff access to required buildings and some laboratories. An ID card with security features is necessary, and should be obtained as soon as possible after arriving to campus. Do NOT share your ID card with others, such as campus visitors, non-Thayer students, or food delivery staff.

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

SAFETY AND SECURITY

Keiselim A. Montas, Interim Director of Safety and Security
5 Rope Ferry Road, Room 205, 646-4000
<http://www.dartmouth.edu/~security/>

The Department of Safety and Security (DoSS) is responsible for the general security of the College. Department personnel patrol the campus, and are available 24 hours a day to respond to requests for security services and all college emergencies. Housed at 5 Rope Ferry Road, the DoSS Communications Center receives all calls for assistance; monitors a variety of electronic security systems, including fire alarms, access control, intrusion alarms, cameras, etc.; and dispatches patrol personnel to calls for service. DoSS Investigators review all incidents of possible college policy violation and work with local law enforcement in cases where crimes are involved.

DoSS offers various educational programs such as Rape Aggression Defense (RAD), workplace violence, as well as a number of services to include bicycle registration, lost and found, etc. Reach us anytime at (603) 646-4000 or through our safety app, LiveSafe (<http://tech.dartmouth.edu/its/services-support/help-yourself/knowledge-base/livesafe>), which provides easy access to Emergency 911, DoSS, anonymous tip reporting, and much more! Register your cellphone for DartAlert, which alerts our community of any emergency occurring on or near campus: http://www.dartmouth.edu/~prepare/about_communications.html.

To learn more about DoSS, visit <http://www.dartmouth.edu/~security/> or stop by 5 Rope Ferry Road, 3rd Floor.

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

Non-Emergency: (603) 646-4000

Emergency: 911 or 6-3333

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

STUDENT ID CARDS - THE DARTMOUTH CARD – campus Billing and DartCard Services

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

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

To report a lost Dartmouth ID card, please contact the Dartmouth Card Office via blitzmail at dartmouth.card@dartmouth.edu. Or stop by the office, located in McNutt Hall, Room 103, during normal business hours (Monday through Friday 8:00 am - 12:00 pm and 1:00 - 4:30 pm). There is a graduated replacement fee for all replacement cards. Your ID card accounts will only be secure when your lost card is reported, not before. After hours contact Safety and Security (646-4000), or stop activity on your lost ID card online with GET Funds.

Administrative Fees and Fines (ID Card Account)

What are administrative fees and fines?:

Fees and fines exist at every college and are, unfortunately, a reality of college life. In order to avoid the inconvenience and expense of administrative fees and fines, please take the time to inform yourself of Dartmouth College policies and the associated consequences of rules violation published in the Dartmouth College Student

Handbook. Overdue library books, dorm damage, parking tickets and late registration are examples of common fees and fines.

How administrative fees and fines work:

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

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

Administrative fees and fines assistance and customer service:

The Dartmouth Card Office provides Administrative Fees and Fines customer support. However, as the Dartmouth Card Office does not originate fees and fines (exception - lost Dartmouth Card replacement), questions relating to specific transactions should be directed to the individual College department that posted the charge. You can register for an account to view your ID card details online through www.dartmouth.edu/~dartcard/. Administrative Fees and Fines that have been posted to an account can be viewed by location of origin on GET Funds or Banner Student. To inquire after details, the location of origin must be contacted.

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

NOTARY PUBLIC

Daryl Laware and Holly Buker are Notaries. Daryl and Holly are generally available from 8:00 a.m. to 4:00 p.m. Daryl is located in 103 MacLean ESC and Holly is in Murdough 332. A Notary Public is also available in most large Dartmouth College offices as well as local banks and the Hanover Town Office.

TEXTBOOKS

Textbooks can be ordered through Wheelock Books at wheelockbooks.com/store/engs.html. Delivery time is 3-5 days. This is not a College owned bookstore or Co-op store, so the prices may be considerably higher than you expect. For a list of textbook for the term go to: engineering.dartmouth.edu/academics/courses/textbooks.

5. GENERAL SERVICES

MAIL

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

INTRA-CAMPUS MAIL
Hinman Box 8000

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

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

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

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

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

AUTOMOBILE REGISTRATION AND PARKING

Vehicle Registration

All students bringing motor vehicles to Hanover must register with Transportation Services (TS) Parking Portal at Parking.Dartmouth.Edu or in person at 6 Massachusetts Row, 1953 Commons, Hinman Box 6172, even for temporary use. You will be required to furnish a vehicle registration, and driver's license. Student registration for 2018-2019 is prorated; commuter permits are \$185.66 and resident permits are \$92.83 per year; there is no charge to register for off-campus parking.

Registration permits must be hanging from the rear view mirror or displayed on the dashboard of the vehicle. (TS's regular office hours: Monday through Friday 7:30 a.m. to 4:30 p.m.)

Thayer and Tuck School Commuting Students

First Year commuter: Dewey Lot

2nd and above Commuters: Ledyard & Dewey Lots (No parking Ledyard after 1/1/2019, Dewey ONLY)

Residents: A-Lot

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

GENERAL RULES

- 1) There is no parking allowed on Tuck Circle or Tuck Drive at any time (nights and weekends included). Cars will be ticketed if parked there.
- 2) Student parking is allowed in all campus lots weekdays 5:00 p.m. through 6:00 a.m. and weekends 5:00 p.m. Friday through 6:00 a.m. Monday. This rule does change during the winter months, November 1 – April 30.
- 3) Please contact Transportation Services Office at ext. 6-2340 with any questions pertaining to the Parking regulations.
- 4) Parking is enforced 24/7 and fines for Fire Lane \$100.00 and parking in handicap parking are \$150.00 fines.

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

HANOVER MOTOR VEHICLE REGULATIONS

State Registration

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

Bicycle Registration

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

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

STUDENTS ARE ENCOURAGED TO LOCK THEIR BIKES AT ALL TIMES.

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

Hanover Overnight Parking Regulations (Summer and Winter Rules)

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

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

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

6. SOCIAL LIFE

STUDENT PROFESSIONAL SOCIETIES

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

After School Science and Engineering Program

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

American Society of Mechanical Engineers (ASME)

The student chapter of [ASME](http://www.asme.org) sponsors lectures and presentations at Thayer School, often in conjunction with the local ASME Upper Valley Subsection. Thayer School students have won numerous prizes for projects entered in ASME regional and national design competitions as well as recognition for their activity in technical presentation competitions. The advisor for the group is [Professor Minh Phan](mailto:Professor%20Minh%20Phan).

The Big Green Bus

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

Dartmouth Aerospace Engineering Club

The Dartmouth Aerospace Engineering Club seeks to empower students with the skills and knowledge necessary to improve life on Earth and beyond. We are currently developing a competitive sounding rocket, an autonomous farm computer, and an Arduino-powered RC aircraft. **Contact:** rockets@dartmouth.edu

Dartmouth Energy Collaborative

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

Dartmouth Formula Racing (DFR)

Thayer School students built the country's first Formula Hybrid racecar. The student-run [DFR](http://www.dartmouthformula.com) team designs, implements, and tests a high performance all-electric race car. The DFR team initiated the annual [Formula Hybrid™](http://www.dartmouthformula.com) competition, which is run by Thayer School. The team receives advice and equipment from the faculty and staff of Thayer School, but DFR members raise most of each year's budget from corporate sponsors and personal donations. The advisor for the group is [Professor John Collier](mailto:Professor%20John%20Collier). For more information, email Dartmouth.Formula.Racing@Dartmouth.edu.

Dartmouth Humanitarian Engineering (DHE)

[Dartmouth Humanitarian Engineering](http://www.dartmouthhumanitarian.com) (formerly Humanitarian Engineering Leadership Projects (HELP)) exists to organize and support service initiatives all over the world. DHE's goal is to improve a community's quality of life with solutions that are fully sustainable using local materials. Projects seek to provide clean water, improve sanitation, and reduce environmental impact through the implementation of appropriate technologies that are

socially conscious, economically feasible, and fully sustainable. Current initiatives include improved cooking technologies and alternative fuels in Tanzania and hydropower sites for off-grid areas in Rwanda. The advisors for the group are [Professor Charles Sullivan](#) and Holly Wilkinson, Assistant Dean for Academic and Student Affairs. For more information, email humanitarian.engineering@dartmouth.edu.

Dartmouth LEGO League (DLL)

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

Dartmouth Society of Engineers (DSE)

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

Graduate Women in Science and Engineering (GWISE)

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

Institute of Electrical and Electronics Engineers (IEEE)

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

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

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

National Society of Black Engineers (NSBE)

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

Schweitzer Fellows

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

Of the approximately 30 Schweitzer Fellows in New Hampshire and Vermont, close to half come from Dartmouth, including the only engineering Schweitzer Fellows in the country. Past projects include putting

together an all-girl team that placed in the annual FIRST LEGO League Robotics Competition, and designing a carbon credit trading simulation for high school students to help them understand the interconnections between environment, policy, and business.

Sigma Xi

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

The president of the Dartmouth Chapter of Sigma Xi is Professor Dean Wilcox of the Chemistry Department.

Society of Automotive Engineers (SAE)

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

Society of Women Engineers (SWE)

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

Tau Beta Pi

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

Thayer Consulting Club

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

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

Thayer Gear

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

Graduate Student Council (GSC)

The Graduate Student Council consists of one to four members (based on numbers of current students) from each of the departments and programs offering a graduate degree, and from each of the three professional schools. Departments and schools individually decide how to appoint these representatives. The Executive Board consists of five or six elected members: the president, vice president, social chair(s), finance chair, student life chair, academic chair and administrative chair. Elections are held near the end of spring term and are open to all Arts & Sciences graduate students. The new board members become active the meeting after being elected. There are also two appointed members of the Executive Board, the Graduate Studies Activities Coordinator and the North Park Housing Coordinator. These members are graduate students hired by the Graduate and Advanced Studies Office to fill their positions. Each month, a general GSC meeting is held as well as an Executive Board meeting. The major functions of the Graduate Student Council are: (a) to serve as the major channel of communication

between the graduate student body and the Trustees, Administration, Faculty and Alumni; (b) to serve as a forum for the resolution of issues which concern the graduate student body; (c) to nominate graduate student members to all Councils and Committees of the Faculty of Dartmouth College that require graduate student members; (d) to plan and implement social activities and events helping to foster a larger graduate community.

CHAPLAINCY/WORSHIP/SACRED SPACES

Spiritual and Ethical Life at Dartmouth and in the Upper Valley

The William Jewett Tucker Center cultivates spiritual and ethical lives, builds relationships and understanding across identities, and engages in meaningful dialogues on challenging topics that will make a profound difference on campus and beyond. We oversee more than two dozen student religious groups representing Jewish, Christian, Muslim, Hindu, and Buddhist traditions. We also provide information about off-campus houses of worship in the area. Our multi-faith programming available to graduate students includes a weekly (free) dinner discussion for all students called Multi-Faith Conversations (MFC), that runs September-June (Tuesdays from 5:30-7pm in 105 South Fairbanks, a Summer term personal storytelling program called Walks Clamantis, a faculty and student dinner conversation which occurs twice per term that features faculty telling their life stories called Speed Stories, and special all-campus events like the Martin Luther King, Jr. MultiFaith Celebration in January and Baccalaureate in June at Commencement. We are available to all students, staff, and faculty for open, caring, non-judgmental pastoral counseling and concerns. Check out our comfy space on the first floor of South Fairbanks Hall and meet great students and staff at our **Gelato Open House, Wednesday, September 12, 3-5pm**. **Location:** First floor of South Fairbanks Hall. **Phone:** 603-646-3780 **Email:** Tucker.Center@dartmouth.edu **Contact:** Rabbi Daveen Litwin, the Dean and Chaplain. **Website:** <https://students.dartmouth.edu/tucker/>

THE HOPKINS CENTER (The “Hop”)

The Hop is one of the key cultural and social hubs on campus, offering Thayer students a wide range of opportunities to experience the arts—as an audience member, performer, or as a craftsperson. Pick up a copy of the **2018-2019 season brochure** or go to hop.dartmouth.edu to find out about:

World-class visiting performing artists: The Hop curates a series of world-renowned artists in all styles of music, theater, dance and multi-media, often giving world or US premieres or debuts. Many visit classes and give master classes while on campus. Dartmouth student tickets to these VPA performances are just \$10 each.

Diverse, exhilarating resident ensembles: The Hop is home to **seven ensembles** (some all-student and some including community members) performing orchestral music, jazz, gospel, choral works and dance, directed by distinguished professional directors and conductors. Audition to join an ensemble or production, or come see your fellow students perform—tickets are only \$5. Looking for lessons? Go to music.dartmouth.edu. The Hop is also home to the Dartmouth College Marching Band.

Resident theater: All students are welcome to audition or join the stage crew for professionally directed plays and musicals by the **Dartmouth Department of Theater**. Go to theater.dartmouth.edu for more info. Dartmouth student tickets only \$5.

On-screen offerings: The Hop presents dozens of **film screenings** each term—including a mini-fest each September from the world-famed **Telluride Film Festival**—as well as **high-definition video “event cinema”** of the world’s leading opera, theater and art exhibitions. Dartmouth student tickets are \$5 for films and \$10 for event cinema—except for Met Opera transmissions, which are free for Dartmouth students! Want to be a Hop film insider? Join the Dartmouth Film Society!

Workshops: The Hop is home to professionally directed and equipped workshops in Ceramics, Woodworking and Metalsmithing (including jewelry-making) that are open to all students and faculty, of all skill levels--whether making a gift or personal item, or advancing an academic project.

THE HOOD MUSEUM OF ART

The Hood Museum of Art, Dartmouth, is presently closed for expansion and renovation. It will reopen on January 26, 2019. Dartmouth's collections are among the oldest and largest of any college or university in the country, but it was not until the Charles Moore–designed Hood Museum of Art opened its doors in 1985 that they were all housed under one roof and made available to faculty, students, and the public. The Hood's collections are drawn from a broad range of cultures and historical periods and represent a remarkable educational asset for both Dartmouth and the communities of the Upper Valley region. The 65,000 objects in the museum's care represent the diverse artistic traditions of six continents, including, broadly, Native American, European and American, Asian, Aboriginal Australian, African, and Melanesian art.

The Hood is now embarked upon a physical expansion and renovation, as well as a reinvigoration of what it does and how it does it. With architects Tod Williams and Billie Tsien and their team, as well as our colleagues in the Dartmouth President's, Provost's, and Campus Planning Offices, the Hood Museum of Art staff has immersed itself in a purpose-driven building project that renews this thirty-year-old institution on a campus that turns 250 in 2019. The museum will triple its teaching capacity from one study-storage room to three smart object-study classrooms, each designed to accommodate a particular type of experiential engagement with objects of aesthetic and cultural significance. It will expand its galleries by a third and add to its existing facility a new public concourse that will serve as a welcoming entry into the new museum and center for object study. The expansion also encompasses improvements to the original Charles Moore galleries, a new office suite and conference room for staff, and a renewal of the museum's auditorium and general visitor-services accommodations. Watch the museum's website for updates and events as our winter-term reopening draws nearer!

ATHLETIC FACILITIES

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

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

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

TOWN OF HANOVER

Most students find it convenient to open accounts in one of the local banks in Hanover (there are more in Lebanon, Norwich, and White River). The banks now maintain automatic teller machines, and until recently,

some cards would only work in one bank's machines, but most of the machines in town now accept any bank's card. Many banks belong to MONEC, so that your card works in machines all over New England. The banks vary in the kinds of services they offer and interest rates they pay, so shop around. It helps to have your current address and phone number printed on your checks.

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

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

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

7. ACADEMIC MATTERS

The 2018-2019 editions of the **Thayer School Guide to Programs and Courses** and the **Organization, Regulations and Courses** (ORC at <http://www.dartmouth.edu/~reg/guides/orc/>) serve as the official academic publication of the Thayer School and Dartmouth College and should be consulted regarding all academic matters.

TRANSCRIPTS - Registrar's Office, 103 MacLean ESC

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

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

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

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

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

HONOR PRINCIPLE

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

You are required to read the Graduate Honor Principle and provide the signed statement as part of your Pre-Matriculation form.



THAYER SCHOOL OF
ENGINEERING
AT DARTMOUTH

Daryl A. Laware, *Registrar*

HONOR PRINCIPLE AND CODE OF CONDUCT FORM

This is to certify that I have read, and understand, the **honor principle and code of conduct** regulations and penalties of the Thayer School of Engineering as set forth by the dean of the Guarini School of Graduate and Advanced Studies at <https://graduate.dartmouth.edu/academics/graduate-registrar/academic-honor-code>

NAME: _____

SIGNATURE: _____

DATE: _____

HONOR PRINCIPLE AND CODE OF CONDUCT

The life and work of a Thayer School student are based upon a high standard of ethical behavior. Both in and outside the classroom the Thayer School student is expected to embody the principles of honor and responsible behavior. Fundamental to the principle of independent learning is the requirement of honesty and integrity in all academic activities and an obligation to promote an atmosphere in which honest and creative academic work can flourish.

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

Note: Undergraduates taking courses at Thayer will be subject to standards and processes as described in the Dartmouth Standards of Conduct and Academic Regulations (<https://student-affairs.dartmouth.edu/policy/standards-conduct> and <https://student-affairs.dartmouth.edu/policy/academic-regulations-and-actions>)

HONOR PRINCIPLE VIOLATIONS

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

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

Student Responsibilities

The Dean of the Guarini School of Graduate and Advanced Studies has established standards of behavior which form the Graduate Honor Principle for all Thayer School students, and can be found on the Guarini School of Graduate and Advanced Studies website (<https://graduate.dartmouth.edu/academics/graduate-registrar/academic-honor-code>)

Upon Check-In, students are required to sign a statement attesting that they have read and understood the Honor Principle of the Guarini School of Graduate and Advanced Studies Office.

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

The Academic Honor Principle depends on the willingness of students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each Dartmouth student accepts the responsibility to be honorable in the student's own academic affairs, as well as to support the Principle as it applies to others. In the presence of an undoubted violation of the Honor Principle, to stand by and do nothing is to threaten the spirit and effectiveness of the principle. Thus, Thayer School students are expected to preserve the principle by taking action whenever the Honor Principle is compromised. In the event that a student is aware of an honor code violation, he/she is obligated to bring it to the attention of a member of the Thayer School faculty or staff.

Faculty Responsibilities

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

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

- a. The instructor should strongly consider discussing the suspected violation with the student(s) in order to determine that there has been no misunderstanding between the instructor and the student(s).
- b. The instructor is strongly encouraged to test the validity of his/her suspicion by consulting a colleague.
- c. If, after consultation, the instructor believes that the suspicion is valid, the instructor should immediately inform Thayer School's Senior Associate Dean of Academic Affairs and bring the matter to the attention of the Dean of the Guarini School of Graduate and Advanced Studies, whose office will oversee the ensuing process. Under no circumstances should the instructor who suspects a violation of the Academic Honor Principle attempt to resolve the matter independently.

Administrative Responsibilities

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

CONDUCT CODE VIOLATIONS

Thayer Community (faculty, student, staff) Responsibilities

In addition to any standards of conduct required by Dartmouth, all Thayer School students are expected to uphold the same standards of conduct as students who are members of the Graduate and Advanced Studies community. These standards can be found in the Guarini School of Graduate and Advanced Studies Office Handbook: (<http://graduate.dartmouth.edu/academics/graduate-registrar/academic-honor-code>)

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

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

Administrative Responsibilities

Procedures for Sexual Assault (Misconduct)

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

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

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

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

(<https://graduate.dartmouth.edu/academics/graduate-registrar/academic-honor-code>) shall apply.

Other Code of Conduct Violations

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

Thayer School Conduct Committee

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

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

Rights of Students Appearing Before the Conduct Committee

1. Notification of the charges, against a student shall be in writing and shall contain a concise statement of the alleged facts that constitute the violation.
2. A student shall have a reasonable time to prepare the case after receiving the charge.
3. A student may choose to admit to the charges as stated. In such cases the Conduct Committee may elect to hold an abbreviated hearing for the purposes of determining the appropriate penalty.
4. A student may choose an advisor (with the exception of the Thayer School Dean) to assist in the defense against the charge. This advisor may be any member of the Dartmouth community (student, staff, or faculty). The student may elect to have a private hearing or an open hearing, but the Committee may limit the number of persons at an open hearing, and may, if a disturbance occurs, order the hearing to be conducted in private.
5. A student may refuse to make any statement, or refuse to testify. Such refusal shall not be considered as evidence against the student.
6. The student shall have the right to hear and question all witnesses and to examine all other evidence introduced at the hearing. The student has the right to testify and present evidence and witnesses in his/her own behalf.
7. The Committee shall base its decisions on matters of fact, and solely upon evidence introduced at the hearings.
8. Formal rules of evidence shall not apply. The Committee may consider any testimony or evidence unduly repetitious or immaterial, or to have been improperly obtained.
9. A student facing such processes and charges is encouraged to meet with the Thayer School Assistant Dean of Student Affairs for clarification of any questions he/she may have.

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

1. *Membership.* The Appeals Board on Standing and Conduct for graduate students in Arts & Sciences programs shall consist of three students and four faculty members. The chair must be a faculty member and will be chosen by all members selected to serve on the Board. At least two of the faculty members (including the chair) must be from a graduate program or department.
2. *Election and Appointment.* When requested by the Dean, four faculty members will be selected by lot from members of the Council on Graduate Studies (excluding the Dean). The three student members from the Graduate Student Council will be selected by lot by the Council on Graduate Studies. No student shall be eligible to succeed him or herself on the Board. The Chair will vote only in the case of a tie. In the event a member shall disqualify him or herself from the Board, a replacement shall be selected by lot from among all the remaining members of the group that individual represents on the Board.
3. *Jurisdiction.* The jurisdiction of the Appeals Board shall be appellate. It shall hear appeals by graduate students only after action has been taken by the Dean of Graduate 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.

STUDENT GRIEVANCE PROCEDURE

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

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

1. Resolution by Informal Negotiation Between the Parties Involved

A Thayer student, who feels he or she has been discriminated against on the basis of sex, disability, religion, sexual orientation, race, color, or national origin, should first seek a resolution of the problem through informal discussion. Initially the student should discuss the problem with the faculty, administrative officer, staff person, or student directly concerned. If a resolution is not reached through discussion the student should then bring the problem to the attention of the Dean as indicated in 2 below. In cases where a student is uncomfortable about discussing the problem with the party directly concerned, or is uncertain whether to initiate a grievance, he or she may seek the advice of the Affirmative Action Officer of the College or the Associate Dean for Academic Affairs who, with the student's permission, will seek to resolve the problem through discussion with the involved parties.

2. Intervention by the Dean

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

3. The Committee for Student Grievances

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

B. The Committee will conduct a hearing as soon as is practicable after notification by the Chair. Both the student who initiated the grievance and the person against whom the grievance is lodged may make statements and bring evidence; either party has the right to be represented by counsel or other representative. However, the School (or respondent) will normally not be represented by legal counsel unless the complainant chooses to be represented by counsel. If any party intends to employ legal counsel, he/she shall inform the Dean's Office of this fact no later than 72 hours prior to the hearing and that Office shall provide that information to the other party or parties, including the Chair of the Grievance Committee. Formal rules of evidence shall not be applicable to any hearing before the Grievance Committee, and any evidence or testimony which the Committee believes to be relevant to a fair determination of the complaint may be admitted. The Committee reserves the right to exclude incompetent, irrelevant, immaterial and unduly

repetitious evidence. The Committee will be empowered to seek additional information or testimony that it finds relevant to resolving the grievance.

The Chair of the Grievance Committee shall rule on all matters of procedure and admissibility of evidence. Any member of the Committee not concurring in the ruling of the Chair may request an executive session of the Committee for debate on the point.

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

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

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

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

ACADEMIC STANDING

Voted – June 24, 2010

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

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

Grade Standards

BE Students:

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

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

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

MEM Students:

No fewer than 14 courses in total, with no fewer than 12 HP or P grades, may be submitted in satisfaction of degree requirements.

MEng, MS and PhD Students:

No more than one LP grade for every 6 courses may be submitted in satisfaction of degree requirements.

Policy for Student Probation and Unsatisfactory Standing

1. A student who has received more than one LP grade or who has received one NC grade will be placed on *probation* for one term.
2. At the end of a term during which a student was on probation, the Graduate Program Committee, in consultation with the student's advisor for MS students or the students' Special Advisory Committee for PhD students, will review the student's progress. If progress on coursework and research is satisfactory (normally this will mean a Pass grade or equivalent, but the Committee may require other evidence such as a report on research performed) the student will be removed from probation. If progress has not been satisfactory the student will be placed in *unsatisfactory standing*. A student may also be placed in *unsatisfactory standing* if the student receives more than two LP's or more than one NC, and may be suspended or permanently dismissed from the program by the Graduate Program Committee. A student in *unsatisfactory standing* is not eligible for fellowships, teaching or research assistantships or federal loans.
3. If, after being removed from probation, a student receives a grade of LP or lower, the Graduate Program Committee, in consultation with the student's advisor for MS students or the students' Special Advisory Committee for PhD students, will review the student's progress and will place him/her either on *probation* or in *unsatisfactory standing*.
4. A student in *unsatisfactory standing* will be reviewed at the end of each term by the Graduate Program Committee, in consultation with the student's advisor for MS students or the students' Special Advisory Committee for PhD students. The Committee may either place the student in satisfactory standing (with or

without *probation*), continue the *unsatisfactory standing* or recommend to the Director that the student be separated.

Timely Completion of Degrees

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

Master's Program

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

Doctoral Program

1. Students who do not meet the course requirements and who do not complete the *oral examination* or the *thesis proposal* within the time limits specified in the degree requirements (Bulletin, p. 63) will be reviewed by the MS/PhD Program Committee, in consultation with the thesis committee chair, which may, if appropriate, decide to put the student on *probation* or in *unsatisfactory standing*.
2. A student who has not completed a thesis twelve terms after the *thesis proposal* will be reviewed by the MS/PhD Program Committee, in consultation with the student's Thesis committee, and may be put in *unsatisfactory standing*. This review will reoccur in each subsequent term.

Withdrawal and Suspension

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

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

Appeal

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

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

- a) accept the committee recommendation, or

b) submit the matter to the faculty for decision; the two student members of the committee will be invited to participate in the discussion.

TUITION CHARGES AND REGISTRATION

Full-Time Students

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

Research Courses

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

Student performance is evaluated each term by their advisor. For first year doctoral candidates, performance is graded for the first three terms and recorded on the student's transcript. For subsequent terms research will be graded on a Credit/No Credit basis.

B.E. Candidates

1. Degree candidates enrolled in two or more courses will be charged full tuition for each of their first three terms of residency.
2. Degree candidates requiring more than three academic terms in residence to complete requirements during the fourth and subsequent terms will be charged tuition based on the number of courses for which they register.

M.E.M Candidates

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

M.Eng Candidates

1. Degree candidates enrolled in two or more courses will be charged full tuition for each term of residency.
2. Degree candidates taking one course per term toward degree requirements will be charged a one-course fee, 40% of the tuition.

M.S. Candidates

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

Doctoral Candidates

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

In Absentia Candidacy

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

Special Students

1. Students are admitted to the Thayer School as Special students when their prior preparation does not fully satisfy prerequisites for Thayer School post-A.B. degree programs. Special student status is normally reflective of a deficiency of more than three courses in meeting entrance requirements to Thayer School. Students may also be admitted as Special students on a trial basis, if their ability to succeed in a graduate program is questioned.
2. Tuition charges for Special students are based upon the number of courses for which they enroll.
3. Students enrolled as Special students are ineligible for financial aid. They may be considered for hourly employment as their background permits.
4. Special students will be charged for health insurance and fees. If you have other insurance, you will need to submit a waiver request to Dartmouth College Health Services. All J-1 Exchange Visitor students are required by Dartmouth College to purchase the Dartmouth Student Group Health insurance plan. If you have questions about the cost of that plan, please contact: Dartmouth.Student.Health.Plan@Dartmouth.EDU.
5. Special students must apply for admission as formal degree candidates in the term during which they will have satisfied all course requirements prerequisite to admission to that degree program, or in their third term,

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

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

Part-Time Students

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

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

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

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

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

Leave of Absence

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

Project/Thesis/Dissertation - Grace Period

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

a) If the Chairman of the student's thesis/project committee informs the Registrar prior to Check-In that the student is expected to complete requirements within the grace period, and if the defense is held no later than the fifth day after Check-In, and the final copy of the thesis/project is submitted within the grace period, there is no tuition charge. In all other cases, except for in absentia status, the normal tuition fees are due.

DARTMOUTH COLLEGE STUDENT RECORD CONFIDENTIALITY AND INSPECTION POLICY

The College has a long-standing policy of preserving the confidentiality of student records. In keeping with federal law, the College permits students to review their education records, amend those records when appropriate, and consent to the disclosure of personally identifiable information contained in their records, with certain exceptions. "Education records" are those records, files, documents and other materials which contain information directly related to a student and which are maintained by the College or someone acting on its behalf. Education records do not include:

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

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

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

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

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

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

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

Student education records are located primarily in the offices of the Dean of the College, the Registrar, and the various academic departments. Students may submit a written request to inspect their records with the person who is responsible for maintaining them. After reviewing the education record, a student who believes that the record reviewed is incorrect or misleading may ask to have the record amended. If this request is refused by the person responsible for maintaining the record, the student may request a hearing. If the decision not to amend the student's education record is affirmed after the hearing, the student may have placed in the file a statement commenting on the contested information and stating why the student disagrees with the decision of the institution.

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

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

Overview

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

Role of the Council on Sponsored Activities

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

Misconduct Defined

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

Procedures for Processing Reports of Misconduct

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

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

The following pages 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 Arts & Sciences graduate students)
- Academic Honor Committee (for Tuck School graduate students)
- Honor Committee (for Thayer School graduate engineering degree students)
- Committee on Student Performance (for Dartmouth Medical School graduate medical degree students)
- ad hoc Committee appointed by the Director of Human Resources (for College staff)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. POLICIES – RULES & REGULATIONS

STUDENT ALCOHOL POLICY

(also see [http:// https://student-affairs.dartmouth.edu/policy/alcohol-and-drug-policy](http://https://student-affairs.dartmouth.edu/policy/alcohol-and-drug-policy))

POLICY FOR SOCIAL EVENTS WITH ALCOHOL

Overview

This policy applies to all Thayer students and Thayer student groups wishing to host an event at Thayer School where alcohol will be served. The relevant sections of Dartmouth's Alcohol and Drug Policy (<https://students.dartmouth.edu/judicial-affairs/policy/alcohol-and-drug-policy>) and the School for Graduate and Advanced Studies' Social Event Policy (<https://graduate.dartmouth.edu/policy/social-event-policy>) must also be adhered to.

Approval Process

Any Thayer student group wishing to host a Thayer School sponsored event, at which they would like to serve alcohol, must submit an email request to the Assistant Dean for Academic and Student Affairs, Holly Wilkinson (Holly.Wilkinson@dartmouth.edu), at least three weeks prior to the event. This email should include a detailed outline for the event including:

- purpose
- desired location
- approximate number of attendees and their Dartmouth affiliation
- quantity and type of alcohol
- plans for ensuring that unauthorized students are not served alcohol
- names of hosts, sober monitors, and servers

Undergraduate students should not be invited to or allowed to attend Thayer School events with alcohol. The Assistant Dean will not approve hard alcohol (over 30 proof) to be served at any Thayer School events, and hard alcohol shall not be consumed on the premises.

Registering an Event

If the event is approved, the Assistant Dean will email an approval letter, addressed to Dartmouth Safety and Security, to the student host. By noon at least two weeks prior to the event, the student host must bring this approval letter to Safety and Security (5 Rope Ferry Road) and complete the required Social Event Registration form.

Required Training

In addition to reviewing and abiding by this policy, Thayer School event hosts, sober monitors, and servers are required to obtain a Certificate of Achievement in Total Education in Alcohol Management (TEAM) from the State of New Hampshire. This training can be completed online at <https://training.liquor.nh.gov/emoodle/login/index.php> as follows:

- Create a new account
 - Select your own username and password
 - Licensee Number: Dartmouth
 - Business Name: Dartmouth
- Under courses, go to "TEAM 201+" and then "Enroll in TEAM"
- Complete all four sections of the TEAM E-Module and then the TEAM Exam

- Print or download the TEAM certificate and email it to the Assistant Dean for Academic and Student Affairs, Holly Wilkinson (Holly.Wilkinson@dartmouth.edu), to be kept on file.

Additional Responsibilities – HOSTS

Note: Hosts can also double as sober monitors and/or servers

- Assume overall responsibility for security, safety, and compliance of the event.
- Ensure the room setup is appropriate for the event.
- Ensure the room capacity is not exceeded for fire safety.
- Ensure adequate coverage by sober monitors/servers.
- Ensure soft drinks and snacks are available. Ensure alcohol quantity is appropriate for expected turnout.
- It is a privilege and not a right for students to use Thayer facilities for events and small gatherings. Please respect the facilities by leaving the space utilized in the condition it was found.
- After the event, any remaining alcohol should be put in a secure location (locked).
- In the unlikely event that there is an incident that requires custodial or other maintenance attention, please contact both the Thayer Facilities Director, Jon Stark (Jonathan.H.Stark@dartmouth.edu) and Assistant Dean Wilkinson (Holly.Wilkinson@dartmouth.edu).
- Contact Dartmouth Safety & Security in the event of health and safety concerns at 603-646-4000.

Additional Responsibilities – SOBER MONITORS

- Any event having alcohol must have one or more sober monitors. There must be one sober monitor for every 50 students.
- Sober monitors must stay sober and remain at the event for its entire duration.
- Do not admit intoxicated individuals to the event.
- Ensure that no one leaves the event with alcohol.
- Contact Dartmouth Safety & Security in the event of health and safety concerns at 603-646-4000.

Additional Responsibilities – SERVERS

- Servers must meet all requirements for sober monitors.
- Check ID's. Ensure that only legal age students are served and that no one who is intoxicated is served.
- At large events, in an open space such as the Atrium, students may not serve themselves individual bottles, glasses, or cups of alcoholic beverage. If there is a registered keg at an event a sober monitor must either serve or attend the keg.
- Ensure one serving of alcohol (e.g. 12 oz beer) is dispensed to one individual at a time.
- Be aware of and do not exceed the max number of servings per hour as specified in TEAM training. Err on the low side when serving.

Good Samaritan Policy

Student health and safety are the primary concerns of the Thayer School and Dartmouth. Students are expected to contact Safety and Security when they believe that assistance for an intoxicated/impaired student is needed. In case of medical emergency, contact 911 for assistance by local police, fire safety or medical professionals. Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to Thayer School or Dartmouth disciplinary action with respect to the alcohol policy. (See: <https://student-affairs.dartmouth.edu/policy/alcohol-and-drug-policy>)

CODE OF CONDUCT – NON-ACADEMIC REGULATIONS

The regulations regarding behavior that are presented here concern both the College and its relation to the community of which it is a part. Conduct relating specifically to the Academic Honor Principle is discussed on pages 39-40, in this handbook.

Violation of the conduct regulations set forth below may subject individuals or recognized organizations to disciplinary action. In the case of a suspected Code of Conduct violation Thayer's Senior Associate Dean of Academic Affairs will consult with the parties concerned and determine what further action is appropriate. If there is reasonable indication of a Code of Conduct violation, the Senior Associate Dean may decide the proper response or course of action, which may include a hearing with the Thayer School Conduct Committee. Cases of Sexual Assault and Sexual Harassment will be subject to the Hearing Procedures set forth in Dartmouth College Unified Disciplinary Procedures for Sexual Assault by Students and Student Organizations (<http://www.dartmouth.edu/sexualassault/>) and the Dartmouth Graduate and Advanced Studies Regulations: (<https://graduate.dartmouth.edu/academics/graduate-registrar/academic-honor-code>)

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

1. **Alcohol.** Violation of the Student Alcohol Policy, as set forth in this Handbook on page 66, may subject an individual or recognized organization to the penalties set forth therein and to other disciplinary action.
2. **Other Drugs.** Violation of the Student Drug Policy, as set forth in this Handbook on page 65, may subject an individual or recognized organization to disciplinary action.
3. **Climbing on College Buildings and Structures.** Climbing on any College building, including the Heating Plant smokestack, is prohibited. Arrangements to climb at predesignated locations must be coordinated through the Dartmouth Mountaineering Club and the Department of Safety and Security. Violation of this rule will result in an automatic fine of \$50, and further disciplinary action may be taken against individuals or recognized organizations for violation of this rule.
4. **Coercion.** Students and recognized organizations are prohibited from engaging in coercion. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
5. **Computer Use.** Abusing the fundamental right of users of College computing to privacy and a fair share of computing resources is prohibited. Violation of the Computing Code as set forth in this Handbook following this section, may subject an individual or recognized organization to disciplinary action.
6. **Display of Objects from College Buildings.** The display of flags, banners, signs, and other objects from College buildings without prior approval from the Dean of the College or his/her designee is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
7. **Disciplinary Rules, Regulations, and Decisions.** Students and recognized organizations are obligated to obey the rules and regulations governing disciplinary proceedings of the COS and Dean of the College. Further, individuals and recognized organizations are obligated to obey the decisions of the COS and Dean of the College, and to meet, on request, with the deans, the UJAO, and other College officials in the course of an investigation. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
8. **Disorderly Conduct.** The College requires orderly conduct of all students while in Hanover and its environs. The College further requires orderly conduct of its students at any College-related function or activity, whether in Hanover or elsewhere (including, for example, students on off-campus programs or players and spectators at

“away” athletic contests). Violation of this regulation may subject an individual or recognized organization to disciplinary action.

9. Disruption of the Orderly Processes of the College. Disruption of the orderly processes of the College is prohibited. Actions among those considered to constitute disruption of the orderly processes of the College include, but are not limited to, the following:

- a. the unauthorized entry into, or occupation of, a private office or work area; or
- b. the failure to maintain clear passage into, out of, or to any part of a College building or passageway; or
- c. conduct that interferes with normal activities or movements in a building, including the failure to vacate a building at its normal closing time (the presence of College employees or other authorized individuals in a building after hours does not alter a building’s normal closing time); or
- d. conduct that restricts or prevents College employees from performing their duties.
- e. conduct (including by way of example, obstruction, noise, or the display of banners or objects) that prevents or disrupts the effective carrying out of a College function or approved activity, such as classes, lectures, meetings, interviews, ceremonies, and public events.

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

10. Driving Code. Every student, graduate or undergraduate, owning or operating a motor vehicle at Dartmouth must register it annually with the College at the beginning of the year or whenever a vehicle is in the area for more than 48 hours. Married students must register their cars, despite joint ownership or other technical arrangements. Parking regulations are in effect upon a car’s arrival in Hanover. Students living in off-campus housing within the town limits of Hanover will be considered as residents for parking and not as commuters.

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

11. Excessive Noise. Noise that interferes with classes, College offices, and other campus and community activities is prohibited. The first violation of this rule will result in a warning; the second violation will result in an automatic fine of \$20. Continued violation of this rule may subject an individual or recognized organization to further disciplinary action.

12. False Information and Misrepresentation, Failure to Provide Identification.

Students or recognized organizations are prohibited from knowingly providing false information or making misrepresentations to any College officer, College committee, duly recognized College organization, or member of the College community acting on behalf of the College. Students or recognized organizations are also prohibited from knowingly providing false information or in any way misrepresenting to any individual or agency their status at or relationship with the College (e.g., enrolled, graduated, authorized to represent, etc.). Students are obligated to provide College personnel with accurate identification upon request. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

13. Fire Safety Equipment. Tampering or interference with, as well as destruction or misuse of, fire safety or fire prevention equipment is prohibited. An automatic fine of \$100, plus the cost of replacement of equipment, is charged to any student or recognized organization violating this regulation, and further disciplinary action may be taken. All students and recognized organizations should be aware that any person who causes an alarm to be set off for improper purposes is liable for the expenses incurred by fire departments in responding to the alarm.

14. **Firearms.** Violation of the College policy on firearms, as set forth in this Handbook on page 84, may subject an individual or recognized organization to disciplinary action.
15. **Fireworks.** No student or recognized organization may possess or use fireworks on campus. Possession or use of fireworks will result in an automatic fine of \$50 and may result in further disciplinary action.
16. **Forgery, Alteration or Unauthorized Possession; Unauthorized Use.** The forgery, alteration, or unauthorized possession or use of College documents, records, billing numbers, or instruments of identification is prohibited and may subject an individual or recognized organization to disciplinary action.
17. **Harassment.** Students and recognized organizations are prohibited from engaging in harassment. In recent years, the Committee on Standards has interpreted this regulation as applying to abusive conduct directed at an individual and repeated. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
18. **Library Use.** Infringing upon the right of others to fair and equal access to all College libraries is prohibited. Failure to sign for materials taken from libraries and similar abuse of library privileges may subject an individual or recognized organization to disciplinary action.
19. **Locks and Keys.** Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
20. **Misappropriation or Damage.** Misappropriation of or negligent or intentional damage to personal or College property is prohibited and may subject an individual or recognized organization to disciplinary action.
21. **Non-registered Class Attendance.** Students or other individuals wishing to attend sessions of classes for which they are not registered must identify themselves to the professor conducting the class before it begins and obtain her or his permission to attend. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
22. **Operating Regulations.** The failure to abide by the operating regulations (written or oral) of academic and non-academic offices, centers, classrooms, laboratories, and departments is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
23. **Projectiles.** Propelling any object in such a way as to endanger health or property is prohibited and will result in an automatic fine of \$20 and may subject an individual or recognized organization to further disciplinary action.
24. **Reckless Conduct.** Conduct that places another in reasonable fear for his or her safety or in danger of bodily harm is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.
25. **Right to Privacy.** No student shall install or use any device for listening to, observing, photographing, recording, amplifying, transmitting, or broadcasting sounds or events occurring in any place where the individual or group involved has a reasonable expectation of being free from unwanted surveillance, eavesdropping, recording, or observation, unless the student has first obtained the consent of all persons involved. A committee or other recognized College organization may authorize the recording or photographing of its proceedings; and performances, classes, lectures, programs, workshops, or other similar events may be recorded or photographed only where the sponsoring organization, faculty member, speaker, or other party in charge of the event specifically authorizes such recording. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

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

27. **Sporting Events.** Unauthorized presence in reserved, restricted, recognized and/or posted areas, or on athletic playing surfaces, tracks, or sidelines, is prohibited. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

28. **Unauthorized Entry.** Unauthorized entry into or presence in closed and/or posted College buildings or areas will result in an automatic \$100 fine and may subject an individual or recognized organization to further disciplinary action. Access to private rooms or an office is in the control of those who live in them or use them. Unauthorized entry or presence in private rooms or offices may subject an individual or recognized organization to disciplinary action.

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

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

The following rules will apply:

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

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

30. **Violation of Local, State, or Federal Law.** Violation of the laws of any jurisdiction, whether local, state, federal, or foreign, may subject an individual or recognized organization to disciplinary action. Evidence of a conviction in a court or administrative proceeding shall be conclusive as to a violation of law. Pendency of an appeal of a conviction shall not affect the application of this rule.

31. **Violence or Injurious Conduct.** Students and recognized organizations are prohibited from engaging in the use or threat of physical violence or injurious conduct (whether directed at another, at oneself, or at an object). Violation of this regulation may subject an individual or recognized organization to disciplinary action.

COMPUTING CODE

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

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

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

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

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

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

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

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

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

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

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

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

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

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

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

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

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

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

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

Dartmouth College operates under the principles enunciated under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, which prohibit discrimination on the basis of race, color, national origin, sex, or age in any educational program or activity receiving or benefiting from federal financial assistance; and of Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, which call for nondiscrimination and affirmative action for persons with disabilities. Coverage extends to such areas as financial aid, athletics, housing, courses, employment, and program accessibility.

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

For information on the institution's efforts to comply with the regulations implementing Section 504 of the Rehabilitation Act of 1973, contact the Student Disabilities (Section 504) Coordinator in the Academic Skills Center in Room 301, Collis Center (603-646-2014).

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

DARTMOUTH COLLEGE SEXUAL HARASSMENT POLICY

It is Dartmouth's policy that all decisions regarding educational and employment opportunities and performance are to be made on the basis of merit and without discrimination because of sex. Sexual harassment is deemed by Dartmouth to be a form of sex discrimination; therefore, sexual harassment of Dartmouth employees or students will constitute a violation of Dartmouth's equal opportunity policy and may be a violation of the student Code of Conduct. Sexual harassment is understood to mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

This policy and the mechanisms for redress will be called to the attention of all members of the Dartmouth community by publication in all employee and student handbooks.

Reporting Sexual Harassment Concerns

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

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

The legal definition of Sexual Harassment

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

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

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

How to Report a Sexual Harassment Concern at Thayer School

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

Where to Report a Sexual Harassment Concern

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

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

Dartmouth College resources include:

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

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

Time Frames for Reporting a Sexual Harassment Concern

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

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

Where to Report a Sexual Misconduct Concern at Thayer School

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

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

Dartmouth College resources include:

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

Outside resources include:

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

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

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

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

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

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

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

PHYSICAL AND LEARNING DISABILITIES

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

If you believe that you have been discriminated against on the basis of disability, you are urged to contact the Office of Equal Opportunity and Affirmative Action or the Student Disabilities Coordinator, in the Collis Center, 646-2014.

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

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

FIREARMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Policy on Animals in Thayer School

Effective July 1, 2018

No animals are allowed in Thayer School of Engineering buildings with the exception of service animals, in accordance with the Dartmouth Assistance Animal Policy.

Under that policy, a “service animal” means “any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person’s disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Species other than dogs or, in some cases, miniature horses, are not considered service animals for the purpose of this definition of a service animal.”

Related Policies:

Dartmouth College [Assistance Animal Policy](#)

Dartmouth College Campus Services [Pets on Campus Policy](#)

For further guidance:

Undergraduate Students should contact Student Accessibility Services,
(603) 646-9900 or Student.Accessibility.Services@Dartmouth.edu.

Thayer School Graduate Students should contact Assistant Dean for Academic and Student Affairs, (603) 646-3483 or Holly.Wilkinson@Dartmouth.edu.

Thayer School Employees should contact Peg DeLucia, Director of HR Services,
(603) 646-3526 or Margaret.DeLucia@Dartmouth.edu.

Please contact the Thayer School Director of Facilities (Jonathan.H.Stark@Dartmouth.edu or (603) 646-3457) if you have questions regarding this policy.