



THAYER SCHOOL OF  
ENGINEERING  
AT DARTMOUTH

**Graduate Student  
Handbook  
2020-2021**

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## Academic Calendar 2020-2021

(<https://www.dartmouth.edu/reg/calendar/academic/20-21.html>)

September 1-11, Tuesday-Friday	Orientation for new students
September 13, Sunday	Fall term Check-In
September 14, Monday	Fall term classes begin at 8:45 a.m.
September 23, Wednesday	Final day for delayed Check-In
October 2-3, Friday-Sunday	Homecoming Weekend
November 17, Tuesday	Fall classes end at 5:20 pm.; start of pre-exam break
November 30, Monday	Fall term examinations begin
December 3, Thursday	Scheduled Final Examinations end
November 27, Wednesday	Final Examination period ends

### BREAK

January 3, Sunday	Winter term Check-In
January 4, Monday	Winter term classes begin at 8:45 a.m.
January 13, Wednesday	Final day for delayed registration
January 18, Monday	Observance of Martin Luther King, Jr. Day (classes moved to x-periods, except 3A classes which move to the 3B period on Tuesday, January 19)
March 5, Friday	Winter term classes end at 5:20 pm; start of pre-exam break
March 8-12, Monday–Friday	Winter term examinations

### BREAK

March 28, Sunday	Spring term Check-In
March 29, Monday	Spring term classes begin at 8:45 a.m.
April 7, Wednesday	Final day for delayed Check-In
May 31, Monday	Memorial Day—no classes – first day of pre-examination break
June 2, Wednesday	Spring term classes end at 5:20 p.m.
June 3, Thursday	Second day of pre-examination break
June 4-8, Friday–Tuesday	Spring term examinations
June 12, Saturday	Thayer School Investiture Ceremony
June 13, Sunday	Dartmouth Commencement Day

### BREAK

June 23, Wednesday	(Tentative) Summer term Check-In
June 24, Thursday	Summer term classes begin at 7:45 a.m.
June 26, Saturday	Special day of classes
July 5, Monday	Independence Day, College Holiday
July 9, Friday	Final day for delayed Check-In
August 25, Wednesday	Summer term classes end, start of Pre-Examination Break
August 28-31, Saturday-Tuesday	Summer term examinations

### BREAK

September 12, Sunday	(Tentative) Fall term Check-In
September 13, Monday	Fall term classes begin
November 16, Tuesday	Fall term classes end; start of Pre-Examination Break
Nov 29-Dec 3, Friday-Wednesday	Fall term examinations

## **DARTMOUTH COLLEGE NOTICE OF NONDISCRIMINATION**

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:

**Kristi Clemens**

**Title IX Coordinator**

005 Parkhurst Hall

Hanover, NH 03755-3541

Phone: (603) 646-0922

Email: [titleix@dartmouth.edu](mailto:titleix@dartmouth.edu)

**Office for Civil Rights, Region I: Boston Office  
United States Department of Education**

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Phone: 617-289-0111 | Fax: 617-289-0150

TDD: 800-368-1019

Email: [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov)

Inquiries or complaints concerning other forms of discrimination in the educational and employment context may be referred to Vice-President of Institutional Diversity & Equity and/or the United States Equal Employment Opportunity Commission or New Hampshire Commission for Human Rights:

**Evelynn Ellis**

**Vice-President of Institutional Diversity &  
Equity**

Blunt Alumni Center, Suite 304

Hanover, NH 03755-3541

Phone: 603-646-3197 | Fax: 603-646-2516

Email: [institutional.diversity.&.equity@dartmouth.edu](mailto:institutional.diversity.&.equity@dartmouth.edu)

Web: [Dartmouth.edu/~IDE](http://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](http://eeoc.gov/field/boston/index.cfm)

**New Hampshire Commission for Human Rights**

2 Industrial Park Drive

Concord, NH 03301

Phone: 603-271-2767 | Fax: 603-271-6339

E-mail: [humanrights@nhsa.state.nh.us](mailto:humanrights@nhsa.state.nh.us)

Web: [nh.gov/hrc/](http://nh.gov/hrc/)

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## **1. THAYER SCHOOL OVERVIEW**

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### **ADMINISTRATION**

#### **DEAN'S OFFICE**

Alexis R. Abramson

204A Cummings Hall, Ext.: 646-2238

Ian Baker, Senior Associate Dean, Research and Graduate Programs

M312 MacLean, Ext.: 646-2184

Laura E. Ray, Senior Associate Dean, Faculty Development

M139 MacLean, Ext.: 646-1243

Tricia Spellman, Chief Financial & Administrative Office

204B Cummings Hall, Ext.: 646-2238

Marcia C. Jacobs, Assistant Dean, Strategic Initiatives

203C Cummings Hall, Ext.: 646-3058

Bryant Coen, Data Integration and Reporting Specialist

219 MacLean, Ext.: 6-0412

Cara Stephens, Executive Assistant to the Dean

204 Cummings Hall, Ext.: 646-2238

Megan Oman, Administrative Coordinator

203 Cummings Hall, Ext.: 646-2456

### **ACADEMIC PROGRAMS**

Ian Baker, Director, MS & PhD Programs

M312 MacLean, Ext.: 646-2184

Geoffrey G. Parker, Director, MEM Program

327 Murdough, Ext.: 646-9075

Ross A. Gortner, III, Associate Director, MEM Program

326 Murdough, Ext.: 646-9395

Douglas Van Citters, Chair, Engineering Science Dept. & Director, BE Program

111B 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

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

Zachary Price, Development Officer  
206 Cummings Hall, Ext. 6-9950

Mary Hansen, Assistant Director, Annual Giving  
206 Cummings Hall, Ext. 6-3490

Hayley Falzarano, Advancement Associate  
206 Cummings Hall, Ext. 646-2656

## **BUSINESS & FINANCE**

Lori A. Laventure, Director, Budget Operations & Finance Office  
C135A Cummings Hall, Ext. 646-2954

Isabella Page, Budget & Financial Analyst  
C135A Cummings Hall, Ext.: 646-1256

Debra J. Clifford, Financial Administrator  
135 Cummings Hall, Ext.: 646-3552

## **HUMAN RESOURCES**

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

## **RESEARCH ADMINISTRATION**

Tracy E. Ballou, Director, Research Administration  
C231 Cummings Hall, Ext.: 646-0616

Angela Beaupre, Financial & Research Analyst  
C231 Cummings Hall, Ext.: 646-9074

Cathleen Duffy, Grant Manager  
C231 Cummings Hall, Ext.: 646-9956

Jodi Harrington, Senior Financial & Research Analyst  
C231 Cummings Hall, Ext.: 646-2455

Kelly Blue, Jr. Financial & Research Analyst  
C231 Cummings Hall, Ext.: 646-2633

## **CAREER SERVICES**

Jennifer St. Laurence, Director  
C104 Cummings Hall, Ext.: 646-1490

Amy Keeler, Associate Director  
C104 Cummings Hall, Ext.: 646-2375

Radoyka "Ray" Garcia, Career Services Coordinator  
C104 Cummings Hall, Ext.: 646-0630

## **COMMUNICATIONS**

Eun (Lee) Koh, Senior Director of Communications  
C211 Cummings Hall, Ext.: 646-3521

Julie Bonette, Associate Director of Communications  
C209 Cummings Hall, Ext.: 646-2899

Kathryn M. Lapierre, Associate Director, Creative Services  
C211 Cummings Hall, Ext.: 646-0617

Catharine M. Lamm, Sr. Science Writer & Digital Content Mgr.  
C211 Cummings Hall, Ext.: 646-3943

Ethan H. Darling, Web Information Manager  
C209 Cummings, Ext.: 646-0382

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

Charles (Rusty) Spydell, Video Production Specialist  
C209 Cummings Hall



**COOK ENGINEERING DESIGN CENTER**

Solomon Diamond, Director  
119C Cummings, Ext.: 646-1311

**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

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

Christine Collins, Academic Assistant  
M113 MacLean, Ext.: 646-8794

Jennifer Cushing, Administrative Assistant  
128 Cummings, Ext. 646-2674

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

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

Mary Moul, Administrative Assistant  
227 Cummings Hall, Ext.: 646-3858  
Ashley Parker, Academic Operations Manager  
M307, MacLean, Ext.: 646-9151

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

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

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

Ellen Wirta, Academic Assistant  
229 MacLean, Ext.: 646-9672

### **FELDBERG BUSINESS AND ENGINEERING LIBRARY**

Jane Quigley, Head of Research & Data Services  
Feldberg Library, Ext.: 646-3065

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

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

Amelia Lobby, Reference Librarian  
Feldberg Library, Ext.: 6461152

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

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

### **FORMULA HYBRID**

Mike Chapman, Director  
217A Cummings Hall, Ext.: 646-3522

Jessica Kinzie, Program Coordinator  
217 Cummings Hall, Ext.: 6-6580

### **INFORMATION TECHNOLOGY**

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

Jared Benedict, Assoc. Director of Innovation & Education Technology  
227 MacLean, Ext.: 646-9188

Zack Bennis, User Support Analyst Manager  
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, Sr. Systems Engineer  
227 MacLean, Ext.: 646-2760

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

Jane Reynolds, User Support & Systems Analyst  
126 MacLean, Ext.

Dan Safford, User Support Analyst  
126 MacLean, Ext.: 646-3803

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

David A. Townsend, User Support Analyst  
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, Project and Materials Lab Manager  
7 MacLean, Ext.: 646-0282

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

**RESEARCH LAB MANAGER**

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

**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

**WOMEN IN SCIENCE PROJECT**

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

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>
Alexis Abramson, Dean	204A	6-2238
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
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
Joseph Helble	Parkhurst	6-2404
Jane E. Hill	M305	6-8656
Shudong Jiang	203	6-2284
Ronald Lasky	M119	6-9197
Jiwon Lee	C217B	6-3485
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
Colin Meyer	M303	
Sohail Mirza	DHMC	
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

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Laura Ray	M139	6-1243
Peter Robbie	M115	6-9396
Eugene Santos, Jr.	M235	6-6490
Rahul Sarpeshkar	119E	6-6821
William Scheideler	M233	6-6125
Erland Schulson	110	6-2888
Simon Shepherd	212	6-0096
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/people/faculty>

## **ADJUNCT/VISITING FACULTY**

Iyad Abu  
Steven Arcone  
Emily Asenath-Smith  
Benjamin Barrowes  
Jay C. Buckey, Jr.  
Chi-Yang Cheng  
David Cole  
Zoe Courville  
Eugene Demidenko  
Jonathan Elliott  
David Gladstone  
Oliver Goodenough  
Richard Granger  
Richard M. Greenwald  
P. Jack Hoopes  
Michael Jermyn  
Sean (Songbai) Ji

Stephen Chad Kanick  
Eric Kobylarz  
James H. Lever  
Michael B. Mayor  
Kevin O'Neill  
Ulf Osterberg  
Joseph Paydarfar  
Christopher Polashenski  
Carl Renshaw  
David Roberts  
Joseph Rosen  
Kimberley Samkoe  
Scott Snyder  
Eli Van Houten  
John B. Weaver  
Benjamin Williams

## **EMERITI FACULTY**

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  
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	Registrar & 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
Katelyn King	Admissions Assistant, Admissions Coordinator	6-8193
Cynthia Tobery	Assoc. Director, DCAL	6-9750



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## **2. LABORATORY POLICIES/INFORMATION**

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### **SYSTEMS LAB I (ANALOG ELECTRONICS LAB)**

This Analog Electronics Lab, room C222, contains 7 lab workstations plus 3 partial 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 Systems lab II above. No food or drink is allowed on the soldering bench.

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

### **SYSTEMS LAB II (ANALOG ELECTRONICS LAB)**

#### **Analog Instruction Lab: Room C221**

Room 221 contains 6 lab workstations plus 2 partial workstations; course work has priority on these machines. This analog electronics instruction lab is intended for instructional use. However, most of the resources may be used by other qualified Thayer people provided there is no conflict with course work and with permission of the lab manager.

- 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. No food or drink is allowed on the soldering bench.

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 and 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

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. When using power tools, safety glasses must be worn and hair must be pulled back and tucked above the shoulders inside a hat. 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. Exception: no food or drink in M018 high vent lab just off of Couch. 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 Raina White.

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 Raina White.

## **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:

Jon 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  
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](mailto: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](mailto: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

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### **3. FINANCIAL MATTERS**

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#### **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. For more detailed information please see visit <http://engineering.dartmouth.edu/academics/admissions/financial-aid/>

#### **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](http://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 Isabella Pageat Thayer School, Room 135, 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 Isabella Pagein Room 135, 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 Isabella Pagein Room 135, 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 Isabella Pagein Room 135 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 account, log into DartHub, <https://darthub.dartmouth.edu/> and click on the "D-Pay: Request a Refund" tile. If there is a credit balance, the credit amount will be displayed. Cash refunds of up to \$500 are available if you visit the Campus Billing and DartCard Services Office. The Office is open Monday through Friday from 8:00 am to 12:00 pm.

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 2020-2021 will be \$19,265 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 Isabella Page, Room 135, Cummings Hall or 646-1256, or visit the website at [www.dartmouth.edu/~control/student/](http://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 2020-2021 will be \$19,265 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 billing 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 Isabella Page, Room 135, Cummings Hall or 646-1256, or visit the website at [www.dartmouth.edu/~control/student/](http://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 135, 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 135, 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 Human Resources website for more information:

<http://employee.dartmouth.edu>.

### **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](http://www.grc.org)) or the Engineering Conferences International ([www.engconfintl.org](http://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.

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#### 4. STUDENT SERVICES

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##### **CAREER SERVICES (Location - Cummings Hall, Room 104)**

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 negotiating a job offer, a Career Services staff member is available to help you at each step of your career development. Schedule an appointment through [Handshake](#).

**Resume & Cover Letter Reviews.** Career Services is available to help you develop and revise resumes, cover letters, and any other job search written communications.

**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 *Handshake Events* 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.

**Handshake.** A state-of-the-art recruiting platform that allows you to make use of Thayer Career Services' network and connections. This innovative service provides you with advanced online tools that are available on all devices for finding full-time and internship opportunities, as well as on-campus recruiting events and interviews. Bottom line: this is your best resource for finding positions targeted toward Thayer School students. Log in at [dartmouth.joinhandshake.com/login](http://dartmouth.joinhandshake.com/login)

**DartBoard.** An online recruiting platform 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 or engineering students seeking generalist 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. Connect with these alums for information on applying to specific programs.

**Alumni Networking.** Both Dartmouth and Thayer alumni have volunteered to serve as career advisors to students. Schedule an appointment with us to learn how to best navigate the Dartmouth Career Network and LinkedIn.

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

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

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

**Staff**

Jen St. Laurence, Director, ext. 6-1490, Zoom Room: <https://dartmouth.zoom.us/my/jenstl>

Amy Keeler, Associate Director, ext. 6-2375, Zoom Room:

<https://dartmouth.zoom.us/j/6036462375>

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

<https://dartmouth.zoom.us/j/6036460630>

## **DARTMOUTH COLLEGE HEALTH SERVICE**

(<https://students.dartmouth.edu/health-service/> or [dartgo.org/healthservice](http://dartgo.org/healthservice))

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 <https://students.dartmouth.edu/health-service/medical-records/hipaa-privacy-policies>.

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: <http://healthservices.dartmouth.edu/> or by calling our main number 603-646-9400 for a list of services and options for care. Web-booking is currently only for HIPAA approved telehealth and phone sessions.

### **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.

### **Counseling Services**

**Phone: 603-646-9442**

**Website: [dartgo.org/counseling](http://dartgo.org/counseling)**

**Hours: 8 a.m. – 4 p.m. ET**

**A note about COVID: When the College is operating in full or partial remote status, the Counseling Center will schedule appointments by phone and conduct appointments by phone or Zoom. Students are not able to walk- in to the Counseling Center to schedule appointments.**

The Counseling Center is committed to helping students get the most from their college experience. Talking with a counselor can be a great way to help with self-understanding and the resolution of personal concerns. We maintain a confidentiality policy in which privacy is respected. Counseling Center services are available to all actively enrolled students and services are free!

### ***Reasons for Seeking Counseling Services:***

- Feeling unhappy on most days
- Change in appetite or weight
- Feeling a sense of hopelessness
- Difficulty concentrating on schoolwork or other activities
- Excessively worrying or constantly on edge
- Coping with a loss (relationship breakup, a parent's death)
- Difficulty sleeping or constantly feeling tired
- Increased use of alcohol or other drugs (including cigarettes)
- Feeling overwhelmed by life stressors
- Thinking about hurting oneself or someone else

### ***Scheduling a Counseling Appointment***

**Call the Counseling Center: (603) 646-9442**      **Our phones are staffed, M-F, 8a – 4p (ET)**

The first appointment at the Counseling Center is called a triage appointment. The triage appointment is a phone conversation with a counselor who assesses the nature and urgency of the student's concern and identifies the most appropriate next step. The next step could include short-term counseling within the Counseling Center, a referral to one of our workshops or discussion groups, a referral for a medication evaluation, a referral to our dietician, or a referral to a community counselor if it is determined that long-term counseling is appropriate.

**A note about short-term counseling within the Counseling Center:** During the triage appointment the counselor will ask where the student is physically located. The physical location of the student is important when determining if short-term counseling is appropriate/available. During COVID-19, some state licensing boards loosened restrictions for practicing in their state to allow for temporary practice. This has made it possible for us to provide counseling services to students living outside of New Hampshire. We are happy to talk with students to discuss available services.

### **Crisis Mental Health Services**

**Call (603) 646-9442 between 8a – 4p (ET), M-F**

**Outside of regular hours, call the Inpatient Nursing Department (603-646-9440) during fall, winter, spring terms. Call Department of Safety & Security (603 646-4000) during summer and term breaks.**

The Counseling Center offers 24-hour crisis (emergency) services for enrolled students or for those who are concerned about an enrolled student. A crisis might involve:

- Thoughts and/or plans to hurt yourself or someone else

- If you have been assaulted, physically or sexually
- Engaging in a behavior that is life-threatening
- Concern for a friend

### **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](mailto: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://students.dartmouth.edu/health-service/pharmacy/about> or [dartgo.org/dickshousepharmacy](http://dartgo.org/dickshousepharmacy).

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 Offices**

<b>Health Service Offices</b>	<b>Telephone</b>
Reception	603-646-9400
Medical Appointments	603-646-9401
Nursing Department/Inpatient Unit	603-646-9440
Counseling & Human Development	603-646-9442
Sports Medicine	603-646-2472
Pharmacy	603-646-9456
Insurance	603-646-9438, 646-9449
Patient Accounts	603-646-9439

### **Additional Resources to Support Your Wellbeing**

The staff at the Student Wellness Center (SWC) 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. While many of the SWC offerings are tailored to undergraduate students, graduate students are welcomed to participate, take advantage of relevant resources, or get involved.

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



## FELDBERG BUSINESS AND ENGINEERING LIBRARY

The [Feldberg Business & Engineering Library](#) is one of eight libraries in the Dartmouth College Library system. Despite the COVID-19 pandemic, library staff continue to provide consulting and reference services, and manage access to online journals, databases, and books in all formats, in engineering sciences, computer science, business and economics.

The [engineering research guide](#) is a great starting point for engineering resources that support your research, study, and teaching. Popular library services include DartDoc, for obtaining articles or books that the Library doesn't own, and BorrowDirect, a rapid book request and delivery service among 13 member libraries.

Online course reserves for engineering are available through the Canvas course management system. Feldberg's high-use print books are temporarily located in Baker-Berry, on the 1<sup>st</sup> floor of Baker stacks, and the Dartmouth Library Depository (DLD) houses off-site collections.

### WORKING REMOTELY? NEED HELP?

Contact any Feldberg staff member via email at [Feldberg.Reference@dartmouth.edu](mailto:Feldberg.Reference@dartmouth.edu).

[Make a Zoom appointment](#) to schedule a virtual consult with a reference librarian.

See options for [off-campus access](#) to Library resources.

The [Dartmouth Library website](#) is your gateway to all campus libraries, collections, and services.

### FELDBERG STAFF:

Jane Quigley, Head of Research & Learning for STEM, Business & Economics, 646-3564

John Cocklin, Business, Economics & Engineering Librarian, 646-0238

Amelia Looby, Business, Economics & Engineering Librarian, 646-1152

Karen Sluzenski, Business, Economics & Engineering Librarian, 646-1339

Kenneth Gonzalez-Ponce, Document & Technology Specialist, 646-3653

Richard Langdell, Library Services Specialist, 646-9241

### OTHER LIBRARIES

For the 2020-2021 academic year, the Dartmouth Library is [providing limited in-person access](#) for Dartmouth faculty, students and staff to the research collections in Berry Library and Baker Library stacks, and by prior appointment for faculty, staff, and graduate students at Rauner Special Collections Library.

For up-to-date information on all campus libraries' services and access, please visit the Library's [Hours & Locations](#) page.

## **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](mailto: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 <https://lookup.dartmouth.edu/>. 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!

Printers and copier are available in the Great Hall and Couch Project Lab 24/7 for student use.

John H. Farr, Copy Services Coordinator/Instrument Room Technician

[John.H.Farr@dartmouth.edu](mailto:John.H.Farr@dartmouth.edu)

Room C014, 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, Director of Facilities & Safety, 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 Dave McDevitt 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 (646-4000), and 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 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 Jon Stark and 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) Every day from 10:00 PM to 6:00AM
  - c) Dartmouth observed holidays
- 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!

\*For the foreseeable future buildings will be locked at all times. Access will be given on an as-needed basis.

## **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](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, 3<sup>rd</sup> 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](mailto:Safety.and.Security@Dartmouth.EDU)

### **STUDENT ID CARDS - THE DARTMOUTH CARD – Campus Billing and DartCard Services**

Location: 10 North Main Street, McNutt Hall, Room 103

Business hours: (Monday through Friday 9:00 am - 12:00 pm and 1:00 - 4:30 pm)

As the official college ID, the DartCard is a passport to life at Dartmouth. Students will use it for everything, from checking out books and getting through the Alumni gym doors to making purchases on-campus. It can also be used for box office tickets at the Hopkins Center.

The Discretionary account (accessed through the Dartmouth ID card) is the key to on-campus life! Discretionary is a declining balance account: users are able to fund it online, then the balance will be reduced by on-campus purchases. 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, use the online tool to stop activity on the lost ID card with GET, either on a browser (<https://get.cbord.com/dartmouth/full/login.php>) or through the mobile app. Your ID card accounts will only be secure when your lost card is reported, not before. To obtain a replacement, stop by the DartCard office. There is a \$25.00 replacement fee for all ID replacements of

lost cards. For assistance after business hours, contact Safety and Security (646-4000) – while DOSS is not equipped to issue replacement ID cards, they can provide temporary access cards.

### **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. Examples of common fees and fines: Overdue library books, dorm damage, parking tickets and late registration.

#### 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 on the ID card.

Any student that accumulates an outstanding balance in their Administrative Fees and Fines account over the course of the term will have the owed balance transferred to their College tuition account at the end of each term in time for the new term tuition billing.

#### Administrative fees and fines assistance and customer service:

The DartCard Office provides Administrative Fees and Fines customer support to help identify the source location of charges. As the DartCard Office does not originate fees and fines (with the exception of the lost Dartmouth Card replacement fee), questions relating to specific transactions should be directed to the individual College department that posted the charge. You can view your ID card transactions online through DartHub or GET (<https://get.cbord.com/dartmouth/full/login.php>). 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 [https://www.dartmouth.edu/finance/tuition/dartmouth\\_card/](https://www.dartmouth.edu/finance/tuition/dartmouth_card/).

### **NOTARY PUBLIC**

Holly Buker is a Notary Public. Holly is generally available from 8:00 a.m. to 4:00 p.m. and is located in 226 Cummings. A Notary Public is also available in most large Dartmouth College offices as well as local banks and the Hanover Town Office.

### **TEXTBOOKS**

The list of textbooks is posted each term on [engineering.dartmouth.edu/academics/courses/textbooks](http://engineering.dartmouth.edu/academics/courses/textbooks) or they can be found on the Dartmouth Timetable. Textbooks can be purchased through Amazon, eCampus or Campus Books.

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## 5. GENERAL SERVICES

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### 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 campus must register with Transportation Services (TS) Parking Portal at [Parking.Dartmouth.Edu](http://Parking.Dartmouth.Edu). You will be required to furnish a vehicle registration, and driver's license. Parking permits are available and covers the entire school year, at a pro-rated charge; for **Commuters \$95.62** and **Resident \$47.80**.

This pro-ration represents:

- Free Fall term
- Paid Winter & Spring terms (same rate as FY20)
- Return refunds are pro-rated, with 100% back during Fall term

Valid parking permits must be hanging from the rearview mirror or displayed on the dashboard of the vehicle.

In-person office hours will be posted at [Dartmouth.edu/Transportation](http://Dartmouth.edu/Transportation) or on [Parking.Dartmouth.Edu](http://Parking.Dartmouth.Edu).

### Thayer and Tuck School Students

First Year commuter:	Lewiston & Dewey Lots
2 <sup>nd</sup> and above Commuters:	Ledyard, Lewiston & Dewey Lots
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 – March 30. No Parking anytime in reserved spaces or lots.
- 3) Please contact Transportation Services Office at ext. 6-2340 or email at [Transportation.Services@dartmouth.edu](mailto:Transportation.Services@dartmouth.edu) 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. Full violations/penalties can be found [here](#).

**Please note:** Although the Channing Cox Lot is the closet to the Thayer School it is not available to students, except as noted in number 2 of the general rules above. If parked here for any period of time, you could be booted or towed immediately without warning.

## **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 20 North Main St., Newport, NH (call ahead at 603-227-4000), 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 14<sup>th</sup> 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 30<sup>th</sup>, 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.

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## 6. SOCIAL LIFE

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### STUDENT PROFESSIONAL SOCIETIES

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

#### 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](mailto:rockets@dartmouth.edu)

#### Dartmouth Formula Racing (DFR)

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

#### Dartmouth Humanitarian Engineering (DHE)

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

The advisors for the group are Professor Charles Sullivan and Holly Wilkinson, Assistant Dean for Academic and Student Affairs. For more information, email [humanitarian.engineering@dartmouth.edu](mailto: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](mailto: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](mailto: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. The advisor for the group is Professor Megan Romano.  
. For more information, email [gwise.dartmouth@gmail.com](mailto:gwise.dartmouth@gmail.com).

### **Graduates in Need of Decompression (GrIND)**

Graduates in Need of Decompression (GrIND) is a student-led group at Thayer that seeks to promote general health and wellness among all graduate students. Maneuvering through graduate school can be a difficult proposition—learning how to manage your time effectively, making new friends, getting along with your advisor, learning your way around a new area or culture, writing a thesis, finding time to exercise or spend time with your family, etc.—these can all be significant factors affecting your overall outlook on life and your academic performance. Through GrIND, we hope to provide students with a local network of peer-based moral support as well as a structured and healthy approach to managing day-to-day graduate school life. The advisors for the group are Jennifer St. Laurence and Jessica Moody. **Contact:** [grind@thayer.dartmouth.edu](mailto:grind@thayer.dartmouth.edu)

### **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.

### **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](mailto: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 Hispanic Professional Engineers (SHPE)**

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development. SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians and engineers. The advisors for the group are Holly Wilkinson and Petra B. Taylor. **Contact:** [society.of.hispanic.professional.engineers@dartmouth.edu](mailto:society.of.hispanic.professional.engineers@dartmouth.edu)

### **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](mailto:swe.dartmouth@gmail.com).

### **SPiE Dartmouth Student Chapter**

The International Society of Optics and Photonics seeks to connect researchers, educators and industrialists to collaborate upon and advance optical light-based research and technologies. The Dartmouth student chapter aims to link these various disciplines of research amongst the faculty and students. In addition, our goals include outreach to the Upper Valley community, and to utilize the partnership between Dartmouth graduate and undergraduate students to create opportunities for younger students to appreciate how light is utilized both in our laboratories and in their own every day experiences.

### **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](mailto: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](mailto: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

### Tucker Center for 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.

Tucker provides an inclusive and affirming space for all students, faculty and staff of any faith, spiritual, philosophical, seeking, questioning or secular identity. We oversee more than two dozen student religious groups representing Jewish, Christian, Muslim, Hindu, and Buddhist traditions as well as Mindfulness Practice Groups for students, faculty and staff. We also provide information about off-campus houses of worship and meditation in the area.

Graduate students regularly participate in programs such as Multifaith Conversations (MFC) a weekly virtual discussion every Tuesday from 6:00-7pm (free dinner when we aren't in a pandemic!); Speed Stories, a virtual faculty and student conversation twice per term featuring diverse faculty telling their life stories; and special all-campus events like the Rev. Dr. Martin Luther King, Jr. Multifaith Celebration in January and Baccalaureate in June at Commencement.

The College Chaplain and ordained United Campus Ministers are available to all students, staff, and faculty for open, caring, non-judgmental [virtual confidential and private pastoral counseling](#) in relation to everyday life or times of anxiety and change as well as virtual Spiritual Care, Practices and Resources for [COVID 19](#), [Grief](#), and [Racial Justice](#) issues.

Learn more about our programs and meet great students and staff at our **Virtual Open House, Tuesday, Sept. 15<sup>th</sup>, 4:00-5:00pm**. Contact us for the link and additional info. **Phone:** 603-646-3780 **Email:** [Tucker.Center@dartmouth.edu](mailto:Tucker.Center@dartmouth.edu) or Dean/Chaplain [Daveen.Litwin@dartmouth.edu](mailto:Daveen.Litwin@dartmouth.edu) **Website:** <https://students.dartmouth.edu/tucker/> **FB:** <https://www.facebook.com/tuckercenterdartmouth> **Instagram:** <https://www.instagram.com/tuckerdartmouth/>

### 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](http://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](http://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](http://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 first reference to the development of an art collection at Dartmouth dates to 1772, making the collection among the oldest and largest, at about 65,000 objects, of any college or university museum in the United States. The Hood Museum of Art officially opened in the fall of 1985. The original building was designed by Charles Willard Moore and Chad Floyd. In March 2016, the museum closed for a major expansion and renovation designed by Tod Williams Billie Tsien Architects. The museum reopened to the public on January 26, 2019, with more gallery and office spaces as well as a welcoming new atrium. It also added the Bernstein Center for Object Study, which houses three smart object-study rooms, an object-staging room, and curatorial and security offices, all accessible to Dartmouth faculty and students via an entrance set parallel to the doors to the galleries themselves.

As a teaching museum, the Hood Museum of Art's mission is to "enable and cultivate transformative encounters with works of artistic and cultural significance to advance critical thinking and enrich people's lives." It offers support to the Dartmouth curriculum across many disciplines and majors while encouraging co-curricular engagement through workshops such as Museum Collecting 101 and the undergraduate-driven Museum Club. The museum is free and open to all.

The Hood Museum's collection is drawn from a wide range of cultures and historical periods. 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, Indigenous Australian, African, and Melanesian art. The museum hosts both collection-driven and loan-based traveling exhibitions.

Among the museum's most important holdings are six Assyrian stone reliefs from the palace of Ashurnasirpal II (about 900 BCE), the complete archive of photojournalist James Nachtwey, and the fresco by José Clemente Orozco titled *The Epic of American Civilization* (1932–34), which was designated a National Historic Landmark in 2013, located nearby in Dartmouth's Baker-Berry Library.

Follow the Hood Museum online for updated information on its hours and programs, both virtual and in person.

### **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 11,000-seat football stadium, features a FieldTurf playing surface and a 400-meter track. The 2.5-acre Leverone Field House has an artificial turf surface and a 1/8 mile track. There are also five sets of field complexes, including FieldTurf surfaces on Scully-Fahey Field for lacrosse and other sports, on Red Rolfe Field at Biondi Park for baseball, and in Dartmouth Softball Park; an AstroTurf facility for field hockey and recreational sports; and a beautiful natural grass surface on Burnham Soccer Field. The Floren Varsity House features a 10,000-square-foot strength training center along with meeting rooms, offices, and other facilities for Dartmouth's NCAA Division I varsity teams.

Other athletic facilities include the new Indoor Practice Facility with 56,000-square-foot FieldTurf surface; Dartmouth Skiway, equipped with two chairlifts, 16 runs, snowmaking equipment, and the McLane Family Lodge; and 16 outdoor tennis courts including four clay courts. The Dartmouth rowing teams have a boathouse on the banks of the Connecticut River, and the Dartmouth Sailing Team competes 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 teams. The 178-acre Morton Farm, which includes stables and large indoor and outdoor rings, is located eight miles from campus and provides a wonderful home for the varsity equestrian and club dressage teams.

## **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).

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## 7. ACADEMIC MATTERS

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The 2020-2021 editions of the **Thayer School Guide to Programs and Courses** (<https://engineering.dartmouth.edu/academics/graduate>) 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](http://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](http://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 <https://graduate.dartmouth.edu/academics/graduate-registrar/academic-honor-code>.

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

## **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 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.

### **Internships in the MS and PhD Programs**

Students may enroll in an outside internship program with the support of their faculty advisor, as long as they maintain enrollment in their program or take an approved leave of absence. Students holding F-1 visa status will need to get an updated I-20 endorsed with employment authorization, prior to starting their internship. F-1 students should consult the Office of Visa and Immigration Services (OVIS) about the application process. Internships normally occur in the summer terms, are paid by the company, and should coincide with the start and end of the term. Students electing to do an internship and who are not taking a leave of absence must enroll in ENGG 300 to formalize their internship experience, and meet with the instructor prior to enrollment. During the internship a student is not generally funded by a stipend and the tuition and health insurance (if applicable) is funded through Thayer scholarship. Students in the PhD Innovation program should consult the policy & requirements for that program.

Note: If there is any change to the start and end dates of the internship you must notify the Thayer Registrar.

## **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](mailto: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. Part-time students are not eligible for financial aid.

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, student photo, and other similar information.
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**

<https://graduate.dartmouth.edu/policy/safeguarding-integrity-research-training-and-other-related-activities>

**Policy Statement**

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

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

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

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

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

**Procedures for Processing Reports of Misconduct**

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

## **Procedure for Faculty, Research Scientists, Graduate Students and Staff**

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

### **Step 1. Allegations of Scientific Misconduct:**

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

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

### **Step 2. Decision-Making about Whether an Inquiry is Warranted:**

The Provost at this point must consult with at least one other individual at the College to determine whether to conclude the process or to proceed to the inquiry stage. Among those with whom the Provost may consult are the Dean of the School 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 the School of Graduate and Advanced Studies (for GRAD School 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 Policy site (students in the School of Graduate and Advanced Studies), 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 within 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.

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## **8. POLICIES – RULES & REGULATIONS**

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### **STUDENT ALCOHOL POLICY**

(also see <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](mailto: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://www.nh.gov/liquor/enforcement/education/team/index.htm> 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](mailto: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](mailto:Jonathan.H.Stark@dartmouth.edu)) and Assistant Dean Wilkinson ([Holly.Wilkinson@dartmouth.edu](mailto: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> )

## **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.

Students enrolled at Thayer School must comply with the Honor Principle and Code of Conduct adopted by Thayer, available at: <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 and Code of Conduct and return the signed document to the Registrar before registering for courses at Thayer.

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://students.dartmouth.edu/judicial-affairs/standards> 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**

Graduate students charged with Honor Code Violations are encouraged to learn more about what to expect in the subsequent process here: <https://graduate.dartmouth.edu/policy/honor-principal-and-code-conduct-violation-procedures>, 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 <https://graduate.dartmouth.edu/academics/graduate-registrar/academic-honor-code>

## **SEXUAL AND GENDER-BASED MISCONDUCT VIOLATIONS**

Dartmouth is committed to the safety and well-being of every member of our community. Policies and procedures for the entire Dartmouth community directed at sexual and gender-based harassment, sexual assault, sexual exploitation, relationship and interpersonal violence, provision of alcohol and/or other drugs for purposes of prohibited conduct, and stalking can be found at: <https://sexual-respect.dartmouth.edu/compliance/dartmouth-sexual-and-gender-based-misconduct-policy-and-procedures>

Sexual and gender-based misconduct is overseen by the Title IX Office at Dartmouth College, which maintains resources available at: <https://sexual-respect.dartmouth.edu/reporting-support/title-ix-resources> .

## **CODE OF CONDUCT VIOLATIONS (other than sexual and gender-based misconduct)**

The regulations regarding behavior which are presented here concern both the College and its relation to the community of which it is a part. Violation of the conduct regulations referenced below may subject individuals or recognized organizations to disciplinary action in accordance with the requirements contained in each regulation.

Thayer School requires students to follow the Guarini School of Graduate and Advanced Studies Code of Conduct - Nonacademic Regulations, which contains specific requirements and prohibitions regarding various conduct matters and is available at: <https://graduate.dartmouth.edu/policy/code-conduct-nonacademic-regulations>.

Changes in the enumeration or definition of conduct regulations may take place from time to time, and such changes take effect upon appropriate notice to the Dartmouth community by the Senior Associate Dean for Academic Affairs. Any update in any regulation that is linked to by this document shall become immediately effective upon Thayer students as if this document itself had been updated.

### **Thayer Community (faculty, student, staff) Responsibilities**

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.

### **Code of Conduct Violation Procedures**

In the case of a suspected Conduct Code violation other than sexual and gender based misconduct, 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 will decide the proper response or course of action, which may include a hearing with a committee as described below.

1. Notification of the charges against a student shall be in writing and shall contain a concise statement of the alleged facts which constitute the violation. At this time, the student will be asked if they would like to respond to Senior Association Dean about these charges, either in person or in writing.
2. A student shall have a reasonable time to respond to the notification of charges.
3. A student may choose to admit to the charges as stated. In such cases the Senior Associate Dean will determine the appropriate penalty. If the student does not admit to the charges stated, the Senior Associate Dean will conduct a hearing with a committee to review the case.

4. This committee will consist of three Thayer School faculty, the Senior Associate Dean and Assistant Dean for Academic and Student Affairs. Background evidence related to the issue may be provided to the committee prior to the hearing.
5. A student may choose an advisor, from current Dartmouth faculty, staff, or students, to assist in the defense at a disciplinary hearing. The advisor's role is to assist the student in reviewing and understanding the procedures related to a hearing and to assist the student in obtaining answers to questions about the hearing. For this reason, many students request one of their department's faculty or staff familiar with the disciplinary system serve as their advisors. While an advisor might appropriately help a student anticipate questions and issues likely to arise at a hearing, or provide feedback about the effectiveness of a student's written or oral presentation of the facts, the advisor does not function in the way an attorney would in a criminal or civil proceeding.
6. The student may elect to have a private hearing or an open hearing, but the Senior Associate Dean may limit the number of persons at an open hearing, and may, if a disturbance occurs, order the hearing to be conducted in private. In cases where the need to protect privacy is, in the judgment of the Senior Associate Dean, important, the Senior Associate Dean may close the hearing over the objection of the charged student(s).
7. A student may refuse to make any statement at the hearing. Such refusal shall not be considered as evidence against the student.
8. The student shall have the right to hear and question any witnesses and to examine all other evidence introduced at the hearing. The student has the right to testify and present evidence and witnesses in his/her own behalf.
9. The Senior Associate Dean shall base his or her decisions on matters of fact and solely upon evidence introduced at the hearing.
10. Formal rules of evidence shall not apply. The Senior Associate Dean may consider any testimony or evidence unduly repetitious or immaterial, or to have been improperly obtained.
11. The student will be informed, in writing, of the Senior Associate Dean's decision within a reasonable time (no more than one week after the hearing).
12. If the results of the disciplinary hearing are to become a part of a student's record, either temporarily or permanently, notice shall be given to the student concerned.
13. Requests for review may be made only on the basis of either or both of the following grounds:
  - a. procedural error which has materially prejudiced the student's case;



b. newly discovered information which, had it been available at the time of the hearing, would likely have affected the outcome either with regard to a finding of responsibility or with regard to the sanction imposed (if the information was not reasonably available to the student at the time of the proceeding).

The Dean of Thayer School has the sole discretion to determine whether these grounds for review have been met. A request for review must be in writing and must set forth in reasonable detail the grounds for review, and must have attached to it any materials the student wishes to have considered in his or her request. The request, with all accompanying materials, must be submitted by the student to the Thayer School of Engineering within seven (7) days of the date the decision is written.

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

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

## **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.

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 based on 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.

### **Resolution by Informal Discussion Among the Parties Involved**

Any Thayer student who believes they have been subjected to action they believe as discriminatory, may first seek an informal resolution of the problem through an informal discussion. Initially, the student should attempt to discuss the issue with the individual directly involved (referred to as a "Respondent"). If a resolution is not reached through informal discussion, the student may bring the problem to the attention of the Assistant Dean for Academic and Student Affairs.

In cases where a student is uncomfortable about discussing the problem with the Respondent, and if the Respondent is an employee of Dartmouth College, and if the student is uncertain whether to initiate a grievance, they may seek a review of the matter by a trained member of the Office of Institutional Diversity and Equity or if the student is seeking a conversation in confidence, they may reach out to the Assistant Dean for Academic and Student Affairs. The Assistant Dean for Academic and Student Affairs, with the student's permission, may seek to resolve the problem through discussion with the involved parties informally.

An informal resolution process is voluntary, and the student or Respondent (if participating) can ask to end the informal resolution process at any time before its completion. Before the conclusion of an informal resolution process, or if the resolution is not successfully concluded, the student may seek a formal process. If an informal resolution process is ended by request, any information obtained may be used in a subsequent formal resolution process.

Once a matter has been resolved through an informal resolution process that involves the participation of a Respondent, the matter will generally be considered closed. Both the student and respondent will receive written notice when participation in informal resolution will be regarded as a final resolution of the matter.

In all cases, the Assistant Dean for Academic and Student Affairs may seek guidance and support from the office of Institutional Diversity and Equity (IDE), as applicable, IDE will have the discretion to determine whether or not a request for informal resolution is appropriate to the circumstances, and

may consult the Senior Associate Dean of Academic Affairs to facilitate resolution, if appropriate. The determination to use informal resolution and the particular form of informal resolution will be communicated in writing to the student, and if participating, the respondent by the Assistant Dean for Academic and Student Affairs.

### **Procedure**

If a resolution has not been achieved within ten working days from the time the grievance was first raised, the student should prepare a written statement of the allegations and submit it to the Dean of the Thayer School. The Dean of the Thayer School, or the Dean's designee, will have ten days to (1) achieve a settlement by negotiating with the parties identified in the complaint.

Regarding written complaints involving academic matters, the Dean of the Thayer School, or designee, will have two weeks to (1) achieve a settlement by negotiating with the parties involved; or (2) submit the case for consideration by the Provost. The Provost shall consult with appropriate faculty members involved and shall also meet with the student bringing the complaint before making a final decision concerning the matter.

## **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 based on race, color, religion, sex (gender identity), age, sexual orientation, national origin, disability, or veteran status in its programs, organizations, and conditions of employment and admission.

One of the purposes of the office of Institutional Diversity and Equity 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 they have been discriminated against based on race, color, religion, sex (including sexual harassment), age, sexual orientation, gender identity, national origin, disability, or veteran status may report such incidents to the Office of Institutional Diversity and Equity, Parkhurst 006 (garden level), 603-646-1606 (mailing address: HB 6018, Hanover, NH 03755-3541).

If a complaint is brought against an undergraduate student employee or a student applicant for employment, the Office of Institutional Diversity and Equity may refer the issue 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 Institutional Diversity and Equity.

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, 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 should be made to the Office of Institutional Diversity and Equity.

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

Dartmouth College operates under the principles enunciated under all local and state laws, 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 based on 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 non-discrimination and affirmative action for persons with disabilities. Coverage extends to such areas as financial aid, athletics, housing, courses, employment, and program accessibility.

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

For information on the institution's efforts to comply with the regulations implementing Section 504 of the Rehabilitation Act of 1973, please go to <https://home.dartmouth.edu/accessibility> for the appropriate college resource.

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.

## **PHYSICAL AND LEARNING DISABILITIES**

Section 504 of the Rehabilitation Act of 1973 mandates that: "No qualified person with a disability shall, based on 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. Therefore both groups are entitled to academic adjustments and/or auxiliary aids. To seek an accommodation, please visit <https://home.dartmouth.edu/accessibility> for the appropriate college resource.

If you believe that you have been discriminated against based on disability, you are urged to contact the Office of Institutional Diversity and Equity ADA Coordinator at 603-646-1606.

## 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](mailto: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](mailto:Holly.Wilkinson@Dartmouth.edu).

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

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