



Dartmouth
GEISEL SCHOOL OF
MEDICINE

Geisel School of Medicine at Dartmouth

STUDENT POLICY HANDBOOK

2016-2017

This student policy handbook is intended to provide general policy information and to define the academic regulations, and the moral and ethical expectations of a Geisel student. **All students are responsible for being familiar with the contents of this handbook.**

The policies contained within are evaluated and revised on an annual basis by various Geisel administrators and faculty in order to be more specific, comprehensive and useful. Students who would like more information concerning matters dealt with in this Handbook are encouraged to contact the Associate Deans of Student Affairs and Services, or their appropriate Student Government Representative. Geisel reserves the right to alter, change, or amend any of these rules and regulations at any time without prior notice. Information contained herein supersedes that published previously and is subject to change.

Comments and suggestions for the next edition are also encouraged. In situations where significant revisions occur after the annual mailing students will be notified by email regarding the changes in the handbook.

Matthew Duncan, M.D. and Roshini Pinto-Powell, M.D.
Associate Deans of Student Affairs and Services
Office of Student Affairs, Remsen Building
Geisel School of Medicine at Dartmouth
Hanover, New Hampshire 03755
603-650-1509

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Preface

Members of the medical profession are expected to behave in accordance with the highest ethical standards. Medical schools and societies recognize the critical importance of professional behavior during training and during the practice of medicine. The following is a list of some of the personal qualities and principles expected to be practiced by physicians and medical students at all times:

- Honesty, integrity, and truthfulness
- Fairness
- Respect for self and others
- Dedication to duty and a sense of calling and commitment to serve others as a first priority
- Compassion and empathy
- Collegiality and spirit of teamwork
- Personal humility
- Strive for excellence
- An awareness of limitations and the ability to accept responsibility for and learn from mistakes
- A dedication to life-long learning and self-improvement
- Adoption of a healthy personal lifestyle

We share with you below the Hippocratic Oath that is recited by Geisel graduates at the Class Day Ceremony (graduation). While this ancient oath has many variations, and does contain some outdated language, its general contents remain as valid today as it did over 2,500 years ago. It should serve as a guide throughout your medical school training and professional career.

The Hippocratic Oath

I do solemnly swear, by whatever I hold most sacred, that I will be loyal to the profession of medicine and just and generous to its members. That I will lead my life and practice my art in uprightness and honor. That into whatsoever house I shall enter, it shall be for the good of the sick to the utmost of my power, holding myself far aloof from wrong, from corruption, from the tempting of others to vice. That I will exercise my art solely for the cure of my patients, and will give no drug, perform no operation, for a criminal purpose, even if solicited, far less suggest it. That whatsoever I shall see or hear of the lives of my patients which is not fitting to be spoken, I will keep inviolably secret. These things do I swear. And now, if I will be true to this, may prosperity and good repute be ever mine; the opposite, if I shall prove myself forsworn.

Geisel School of Medicine Mission, Vision and Goals

Our Mission

To improve the lives of the communities we serve through excellence in learning, discovery, and healing. To foster an inclusive, diverse community that reflects our world and addresses the most challenging issues in health care.

Our Vision

- to be the medical school that sets the standard for educating physicians, scientists, and teachers to be leaders of change in creating a healthier, better world; and
- to build a diverse and inclusive community reflective of our world in order to enrich learning, foster innovation and help tackle the most vexing challenges in health care.

Our Core Values

**Excellence. Teamwork. Communication. Diversity. Integrity.
Innovation. Accountability.**

Our values define how we live and work together as we create a compelling and sustainable future. We strive for excellence in all our endeavors and we hold in high regard the teamwork, communication and relationships that catalyze this distinctiveness. Diversity and inclusiveness are deeply respected values and are supported throughout the institution, for they greatly enrich our learning, clinical practice and service environments. Integrity is about character and honesty but also about honoring one's word. We continuously look for innovative ways to improve our research, education, and patient care efforts in order to best serve our diverse communities. We strive to create a culture of accountability that aligns goals and expectations and links rewards and recognition to high performance.

Student and Multicultural Mission Statement

We, the Office of Student and Multicultural Affairs, encourage our students at Geisel School of Medicine to lead balanced lives, creating a harmonious circle of health and wellness that ultimately benefits their patients and them. Our mission is to create a supportive environment in which students can flourish as they transition into medical professionals who are caring, compassionate, and responsible world citizens. We achieve our mission by:

- Creating a community that honors the diverse backgrounds of our students, faculty, and administrators;
- Coordinating educational programs that complement the curriculum;
- Serving as student advocates within the Dartmouth community and beyond;
- Initiating programs that teach our students to be culturally versatile and practice medicine appropriately in the world as it exists today;
- Providing academic, personal, and career counseling;
- Introducing opportunities for socially responsible human service activities on a local, national, and international scale;
- Fostering leadership skills by working to bring student-generated ideas to fruition, facilitating the expression of their creativity and passion; and
- Assuring that the Medical School is in compliance with the LCME and AAMC guidelines regarding student life.

Through these efforts, we strive to foster in each student a sense of social and professional responsibility that engenders the trust and confidence of the public and complements the exceptional clinical training for which graduates of Geisel School of Medicine are known.

We are equally committed to providing our staff with a work environment that is grounded in fairness and opportunities for personal growth. Creativity and innovation are encouraged for improving the effectiveness of our department. Our staff will be treated with kindness and respect that they are expected to share with each medical student and community member with whom they have contact.

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Important Contact Information

Campus Parking – 603-646-2204
Campus Security – 603-646-4000 (regular business)
*Campus Security - 603-646-3333 (emergency)
 or dial **911** (for local Police/Ambulance)
Computer Sales & Services –603-646-3249
Geisel Facilities - 603-650-1576
Dana Biomedical Library – 603-650-1658
Geisel School of Medicine
 Alumni Relations - 603-653-0741
 Clinical Education - 603-650-8802
 Dean’s Office – 603-650-1200
 Financial Aid – 603-650-1111
 Fiscal Office – 603-650-1227
 Medical Education –603-650-6530
 Multicultural Affairs – 603-650-1553
 Registrar – 603-650-2248
 Student Affairs – 603-650-1509
DHMC Security – 603-650-7896
DHMC Main Number – 603-650-5000
Dick’s House - 603-646-9400
Matthews Fuller Biomedical Library – 603-650-7658
Student Accounts – 603-646-2438
VA Hospital (WRJ, VT) – 802-295-9363

Hanover Campus:

***Please note that community members can depress any red button on any blue light emergency outdoor telephone on campus and be directly connected to Campus Security for emergency assistance.**

The Escort Service (646-4000) is for lone men or women, from dark to dawn, walking within campus. However, there are two blue light telephones in the A-lot and in River lot that can be used for this service (by pressing the red button), as well.



SECTION I



Academic Information and Policies

The Learning Climate

The Geisel School of Medicine strives to create a climate in which students and faculty work together to maximize each student's learning through student cooperation and faculty mentoring. The faculty expects that each student will be responsible for his or her own learning, and that cooperation among students (study groups, peer tutoring, etc.) and mentoring by faculty create an atmosphere that fosters learning, understanding, and teamwork. Our goal as a faculty is to help each student become the best physician he or she can be.

Core Competencies

The faculty at the Geisel School of Medicine at Dartmouth uses a set of core competencies to define the knowledge, skills, and behaviors a student must demonstrate to qualify for an M.D. degree from Geisel. Medical students fulfill the components of these core competencies by meeting the expectations and goals set by the individual courses and clerkships across the four years of the medical school curriculum. The core competencies, revised for the 2015-2016 academic year and beyond, emphasize Geisel strengths and the evolving areas in medical practice.

Geisel Competency Domains for M.D. Students Matriculating...

Before 2015	2015 and beyond
<ul style="list-style-type: none">• Medical Knowledge• Clinical Skills• Communication Skills• Professionalism• Practice-based Learning and Improvement• Systems-based Practice	<ul style="list-style-type: none">• Medical Science• Clinical Care• Communication Skills• Professionalism• Evaluation and Improvement in Medicine• Collaboration and Teamwork• Population Health• Personal, Professional, and Leadership Development

Evaluation and Feedback

Feedback from faculty members to students can come during a course/clerkship with the intent to help each student improve (formative feedback), or at the end of a course or clerkship as part of a final evaluation (summative feedback). Such direct feedback to students, either verbally or in writing, is strongly encouraged in all courses and clerkships. Feedback is now required in all clerkships and clinical electives, On Doctoring, and the Problem-Based Learning (PBL) portion of the Scientific Basis of Medicine (SBM) These courses and clerkships all include extensive personal interactions between faculty and students allowing detailed personalized feedback.

Feedback may also take the form of required quizzes in year 1, and more informal quizzes during year 2, which help provide ongoing feedback to students about how they are performing academically. Feedback should be based upon observation and evaluation of specific tasks to help students understand what they are doing well and how they can improve. Students should expect feedback as part of all of their course work. If students do not receive feedback during a course, they should approach the course directors or one of the education deans.



The Grading System

Following considerable student input, the faculty of the Geisel School of Medicine have agreed to and approved a grading system in which all courses during the first two years of medical school are graded Pass-Fail. Clerkships and most electives in the final two years are graded Honors, High-Pass, Pass, Fail, with the exception of the required year 4 courses that are Pass-Fail.

These required year 4 courses include Health, Society and the Physician, Clinical Pharmacology and Therapeutics, Advanced Medical Sciences, Advanced Cardiac Life Support and Pediatric Advanced Life Support. Occasionally a course or elective director will decide (with approval by the Medical Education Committee) to offer his/her course or elective on a Pass-Fail basis. Each course director establishes criteria for grading within his or her course or clerkship. Geisel's Medical Education Committee suggests that each final grade be based on multiple explicit criteria, and not just a single final examination.

While each course or clerkship sets its own criteria for grades, there is some course-to-course consistency. For example, within year 2, the criteria for passing are consistent across all courses. For the clerkships that use the NBME subject examinations, a score of 5th percentile or less constitutes a failure.

Your Student Academic Profiles

During the first two years, no formal rank list is generated. Student promotion from year to year is based only on the student's total academic record (courses passed, courses failed, and courses passed but only marginally).

At the end of the third year, it becomes necessary to generate a more detailed academic profile of each student that considers overall academic achievements, and helps determine standing within a class. For example, Alpha Omega Alpha (AOA) the national medical honor society, begins to elect members at the end of the third year, and students are eligible if they are within the top quarter of the class academically. Other criteria for election to AOA are then applied to students in the top quarter, including citizenship, leadership, character, and community service. During the fourth year internship and residency programs, the AOA insists on seeing:

- Student's overall academic record as documented on the academic transcript
- How grades are distributed within each clerkship

- How a student stands within his or her own class based on academic performance

At the end of year 4, the top quarter of the class is also eligible to graduate from Geisel with honors.

Computation of Relative Academic Position

For the purpose of the academic profile, the relative academic position of each student is based on the number of honors in the six core clerkships in year 3.

The Medical Student Performance Evaluation

In each student's fourth year, the Assistant Dean for Medical Education will write a Medical Student Performance Evaluation (MSPE), a formal letter from Geisel describing overall academic progress as recorded in transcripts along with comments from the clinical evaluations. Additionally, a paragraph describing unique characteristics of each student such as involvement in extra-curricular activities like community service as well as leadership, research during medical school is included. The MSPE letter also helps to explain gaps in a student's transcript, including leaves of absence, academic scholar year, etc.

The Association of American Medical Colleges (AAMC) has requested MSPE letters to be standardized to include very detailed information about each student's academic performance relative to that of his or her classmates. AAMC guidelines recommend that letters from all medical schools have a similar six-part structure, which includes:

- Identifying Information
- Unique Characteristics
- Academic History
- Academic Progress
- Summary
- Appendices

More information of these guidelines can be found at AAMC.org

In addition to the information provided on each student's transcript, Geisel will provide:

- a graph that shows how each student did in all required clerkships, along with the grade distribution within each clerkship; and
- a summary description of each student's overall academic and personal record as outstanding, excellent, very good, or good.

As suggested by the AAMC, Geisel has avoided reporting the exact rank ordering of individual students, and has similarly avoided arbitrarily assigning each senior to a rigid quartile of the class. The top three categories of students (outstanding, excellent, and very good) comprise more

than 85% of the class, which Geisel believes is appropriate given the outstanding students who attend the Geisel School of Medicine.

We have modified the format of our MSPE slightly over the past few years (to follow more closely the guidelines implemented nationally by the AAMC), but have not significantly changed any major component of the evaluation, or the manner in which it will continue to report the academic and personal accomplishments of each student. Our students have had great success in the National Residency Match Program (NRMP) over the years, and we believe that our version of the MSPE provides necessary information in an honest, flexible, and student-friendly manner.

Academic Regulations

1. Each student shall be responsible for completing the entire four-year MD curriculum of the Medical School. Most students complete the curriculum in 4 years, some in 5 years. Geisel reserves the right to alter, change or amend the posted MD curriculum and requirements as deemed appropriate by the Medical Education Committee (MEC). All students must complete the curriculum in seven years or less (not counting time pursuing a joint degree such as MD/PhD). No student who has not passed all required courses shall be promoted to the next higher year of study, except as provided in paragraph 5 below. The decision to promote students from one year to the next will be made by the Committee on Student Performance and Conduct (CSPC).
2. Each course and clerkship has requirements for completion established by the faculty teaching that course. If these requirements are not met by the end of the course or clerkship, the result will be a grade of Fail. All failures will be referred to the CSPC. Please refer to the Grading System and Policy on Academic Notice. If coursework has not been completed by the end of the course or clerkship due to an unavoidable situation or absence (such as an acute illness or acute absence due to a family crisis or illness) that has been excused by the course director, then a temporary grade of Incomplete may be awarded by the course director for a few days, to give the student a short period of time to complete the pending assignments or tasks. Grades of Incomplete are not permanent grades, and must be converted to a grade of Fail, Pass, High Pass, or Honors (when applicable) within a specified period of time, as approved by the course director.
3. Students with known or suspected disabilities must identify themselves to the Director in Student Accessibility Services if accommodations are needed or are being sought.
4. In evaluating students with current academic deficiencies or for promotion, the CSPC will review and take into account their entire academic records, weighing marginal performances, and previous failures that were subsequently made up by reexamination, as well as current failures.
5. The authorization for taking a re-examination (or other means for making up a course failure)

must come from the CSPC, which will consider the recommendations of the course director and faculty. If the course director and faculty believe that the student will likely fail a re-examination without taking a makeup course, the student and the CSPC will be informed. Students who are likely to be asked to take a summer make-up course will be notified as soon as possible.

6. Students receiving an incomplete grade in a clinical clerkship may be allowed to remedy this deficiency during a vacation period most immediately following the failure upon the approval of the course director. A failing grade in a clerkship results in discussion by the CSPC, with input from the course director, in order to determine the appropriate remedy. Ordinarily the remedy will include repeating the clerkship in which the failure occurred.

Graduation Requirements for the Medical Degree

All courses in all four years of the curriculum must be successfully completed prior to the award of the degree.

- USMLE Step 1 must be taken and passed (effective with the class entering in 2012) prior to the beginning of year 3 before students complete more than one clerkship.
- USMLE Step 2 Clinical Knowledge and Clinical Skills must be taken in year 4 (or the final year of Geisel training).

In the Clinical years, students must successfully complete all required Clerkships. In addition a sub-internship of 4 weeks and 16 weeks of individually scheduled electives are also required. Of the 16 weeks of electives, at least 12 weeks must be Clinical. Of the 20 credits total (sub-I plus electives), 6 credits are required to be outside of a chosen specialty. *If a student elects to enroll in additional sub-internships, the credits earned will be applied toward the Clinical elective requirement.* Students are expected to successfully complete all courses for which they are registered. Students may not exceed thirty-six elective credits. Students who split years 3 or 4 and wish to exceed the 36 credit limit will incur additional tuition charges.

Each candidate must receive endorsement by the Committee on Student Performance and Conduct, the Faculty of the Medical School, and the Dartmouth College Board of Trustees. Each candidate for a degree must pay all accounts due Dartmouth College before Commencement. Students should check with the Geisel Registrar's Office about questions relating to degree requirements.

STUDENT ATTENDANCE & ASSESSMENT POLICIES YEARS 1 & 2

In general, the faculty expect that most students will want to attend most sessions that are part of the formal curriculum, because they are generally very well taught, they help students learn the material, and direct contact with faculty in class or in labs or conferences is a great way to get to know faculty who may eventually become your advisors, mentors, or colleagues. Attending classes is a great way to see your friends and classmates every day, to discuss the material with friends that was just presented in class, to ask questions of faculty after class, and to support one

another when a fellow student is going through a rough patch. We also know that students have their own favorite styles of learning, and some students may prefer to view some large-group lectures privately using a recording of the lecture.

A subset of all formal sessions has been defined as “required” by the Medical Education Committee. The information below explains Geisel policies regarding attendance at required sessions and assessment activities (e.g. exams).

Attendance At Required Sessions

Required Sessions

The following types of sessions in the Geisel curriculum are designated “required” by the Medical Education Committee: small group conferences, hands-on laboratory sessions, inter-professional sessions that bring either health professionals or health professions students together and sessions with patient participants. For each of these types of sessions, attending and actively participating in the session is the only way for each student to get maximal value from the session. In some cases, large group sessions may also be designated “required” if there is a valid pedagogical reason that is preapproved by the Year 1 or Year 2 Dean. **Please note that most required sessions will not be recorded due to the nature of the session (i.e. small group sessions, conferences, sessions with a patient participants, laboratory sessions, etc.). Courses will clearly communicate the recording status of each required session.**

What Happens if You Miss a Required Session?

- **If a student misses two required sessions during a single academic year** in either Year 1 or 2 without obtaining excused absences, they will receive an email from the Year 1 or Year 2 Dean and may also need to meet with them to discuss their absences.
- **If a student misses three or more required sessions during a single academic year** without obtaining excused absences, they will be required to meet with the Senior Associate Dean for Medical Education and a professionalism lapse form will be inserted into the student’s academic folder. The form will also be forwarded to the Committee on Student Performance and Conduct (CSPC).

What constitutes an Excused Absence in Y1 and Y2 courses?

The School, and Y1 and Y2 Course Directors recognize that there will be occasions when a student may not be able to attend one or more required sessions. There are no set designations of which requests for excused absences will be accepted. However, here is a general guide to the types of absences from required sessions that have been accepted or rejected in past years, when the appropriate faculty member was notified in advance. **Please note that this list is NOT all inclusive, and each request is evaluated on its own merits.**

Generally Considered Excused	Generally Considered Unexcused
<ul style="list-style-type: none"> • Serious personal illness • Family emergency (requiring an urgent home visit) • Death of a close friend or family member • Delay in arrival back to USA due to Visa or other related issue beyond the student's control • Presentation at a national meeting • Religious holiday • Attending a wedding (1-2 days; no more than 2 required sessions missed) • Trips for Rural Health or Urban Health Scholars (1-2 days; no more than 2 required sessions missed) 	<ul style="list-style-type: none"> • Court appearance • Personal days • Non-urgent home visit • Oversleeping • Shadowing at DHMC or other institution • Attending grand rounds • Attending a medical conference • Attending an athletic event • Attending a wedding (more than 2 days) • Extra time for international travel • Trips for Rural Health or Urban Health Scholars (3 or more days; more than 2 required sessions missed)

To request an excused absence, the student should email the appropriate Dean (Year 1 or Year 2) and copy the relevant course director(s) whose courses will be impacted. This email should also be copied to Carrie Hertel for Y1 courses, Jennifer Fountain for Y2 courses and Charlotte Beaton for On Doctoring.

Each student may have **up to two excused absences per course**, when approved in advance by the Year 1 or Year 2 Dean. In rare circumstances, at the discretion of the Year 1 or 2 Dean, students may be allowed more than two excused absences in a course (i.e. for serious prolonged hospitalization).

In all cases it is the responsibility of the student to follow up with the appropriate course director(s) to discuss how the missed work can be made up.

Attendance Tracking at Required Large Group Sessions (for example, at a panel discussion for the class involving a patient)

A clipboard will be passed around the room at the start of each required class session. Please make sure that you sign in so we can give you credit for attending the session. Students should feel comfortable about reminding the faculty member if they forget to start passing the clipboard around the room at the start of class. Please note that if the session is in Chilcott Lab, the clipboard will be left on the counter near the entrance.

When a student signs in to a session they are expected to attend the entire session. Students are also expected to actively participate during the session. Students will not be given credit for a session if they do not attend the entire session.

What Should I do if I Missed the Clipboard or Forgot to Sign in?

Did you attend a required session but couldn't find the clipboard in the room? Please send an email to the course administrator at the end of class and s/he'll be happy to mark you down as having attended the session.

*Note: Students are allowed to use this excuse no more than once during the year, at which point the lack of signature will be considered an unexcused absence. Please take care to sign in to all required large group sessions.

Attendance Tracking at Required Small Group Sessions

In **Year 1**, the method used to track attendance for small group conferences and PBL sessions will be at the discretion of the course and/or small group facilitator.

In **Year 2**, students will be required to sign in at small group sessions, regardless of whether the small group session contributes toward the student's final score for the course. Small group leaders will be provided with a sheet for each small group session. Printed copies of the attendance sheets will also be available should students wish to pick up a copy for their small group. In some cases a small group leader may forget to bring their attendance sheet to class. In these cases it is reasonable for the group to use a sheet of notebook paper or other reasonable proxy to create a sign in sheet for the session. **We ask that you give your small group leader a gentle reminder if they forget to have the group sign in at the start of session.**

Attendance sheets should be returned to the SBM Office after your small group session concludes. In some cases your small group leader may request for one of the members of the small group to return the form to the SBM Office. **Attendance sheets can either be returned inside the office or dropped off in the drop slot located outside of Remsen 306G if that is more convenient.**

Attendance Tracking at PBL Sessions (Year 2)

PBL tutors are not required to track attendance using the attendance forms provided by the SBM Office, because they will know each of you by name very quickly. Some tutors, particularly those who may be filling in for a regularly scheduled tutor who was unable to make a session, may wish to use an attendance form track attendance. This decision is left to the discretion of the PBL tutor.

That said, please be aware that the policy for required sessions applies to your PBL sessions. **Tutors have been asked to notify Jennifer Fountain if a student is absent from class or if they arrive late to the session.** Students may request an excused absence from PBL. Students must contact the Year 2 Dean with all requests for absences from a PBL session. Please do not forget to cc Jennifer Fountain on these emails.

Attendance Tracking at Required Sessions at DHMC

Please be aware that there will be several required sessions that are part of your courses that will be held at DHMC. These sessions typically involve patient exposure, a chance to measure physiologic phenomena (i.e. pulmonary function values, blood flow through vessels in the brain, etc.) or a chance to observe a medical procedure (i.e. endoscopy). **Some of these sessions will be scheduled for a specific date, while others will require you to get in touch with the appropriate department to schedule a visit. Expectations will be clearly outlined by the course director.**

The method of tracking attendance at these sessions will vary based on the nature of the visit. Students may be required to sign in for some sessions, while other sessions will require the student to complete a worksheet or other small assignment that will be provided on the day of their visit. **Depending on the type of required session, specific details about how attendance will be tracked will be provided either at the start of the course or shortly before each session occurs.**

Assessment activities

Required assessment activities in Year 1 and Year 2 courses

Each course determines how students are evaluated. In most courses (SBM Themes is one exception), a final exam will be administered at the end of the course to assess students' knowledge and their ability to apply that knowledge to new problems. Year 1 courses also have periodic required quizzes.

In many courses, satisfactory attendance and active preparation and participation in small group conferences, or participation in activities that involve real patients, is also required. As one example, students may need to attend and satisfactorily participate in the eight patient interviewing sessions in the SBM Psychiatry course in order to pass the course. Several courses also require submission of a thoughtful essay or paper discussing an important theme or issue raised in the course. Other courses will ask you to evaluate a scientific paper.

In **Year 1**, each course has its own grading policy that is defined in the course syllabus. For example, one course may state that quizzes are worth 60% of the final course grade and the final exam is worth 40%. Another course may assign different percentages and have additional activities that are assessed. You should make sure to familiarize yourself with the grading policy for each Y1 course.

In **Year 2** in courses that offer multiple ways of assessing student performance and progress, students will need to pass each of these assessments in order to pass the entire course, much the way that students in Year 1 Anatomy needed to pass both a written final exam and a lab practical

final exam in order to pass the entire course. Another analogy is that for your car to pass its annual inspection, each system must pass inspection; a failing score for the brake system cannot be made up by an excellent passing score for the exhaust system.

It is expected that students will be prepared to start and complete all **assessment activities** on time. This includes, but is not limited to, quizzes, final exams, and OSCEs. Students who arrive late will not be given additional time to complete the assessment. **Students who arrive more than 15 minutes late will not be allowed to begin the assessment activity on that day;** subsequently, they will need to meet with the academic dean of their year to explain why they were late and to request the opportunity to take the assessment activity on an alternate date.

Excused Absences for Required Assessment Activities (exams, etc.)

The School recognizes that there will be times when events such as a family emergency, serious personal illness or required military activity will preclude a student from taking assessments at the scheduled time. To request early or delayed quizzes or exams, a student should contact the Dean of their year.

Please be aware that early/delayed quizzes or exams will not be scheduled at a time that conflicts with any scheduled course activity.

Geisel Transportation Policy

Each Geisel student is responsible for her/his transportation to and from Geisel learning sites, including sites for On Doctoring in years 1 and 2 and those for clinical clerkships and electives in years 3 and 4.

Geisel School of Medicine is not responsible for transporting students and out of fairness to all students will not make site assignments or curricular adjustments for individual students based on transportation preferences. Public transportation in the Upper Valley is limited, serving only a few clinical sites such as DHMC and the VA, and even these sites are generally not served during the early morning, late evening and weekend hours often required when doing clerkships. As a result, it is necessary for all students to have a valid driver's license and access to a car while at Geisel School of Medicine, with possible exceptions for students with recognized disabilities.

Policy on Weather and School Closing

For the safety of both students and faculty, year 1 and year 2 classes will be suspended if Dartmouth College closes because of inclement weather. If in doubt, check local radio and TV broadcasts or the Dartmouth College website (www.Dartmouth.edu). There may also be rare occasions when Geisel makes a decision to close for classes, quizzes, or exams in advance of a DC decision. Any such decision will be communicated to students via e-mail. If any classes are cancelled, all reasonable efforts will be made to reschedule them at a future date.

Students in year 3 and year 4 should be governed by whatever policy is in effect for clinicians/hospitals/clinics where they are working. In general, since clerkships involve direct patient care, cancellation of a clerkship is even less frequent than is cancellation of year 1 or year

2 classes. The decision to cancel clerkship or elective rotation activities will be made by the Senior Associate Dean for Medical Education in consultation with the Associate Dean for Clinical Education. In such circumstances, communication will be done via e-mail.

Clerkship Policies and Expectations

Policy on Absences from Clerkships (Years 3 and 4)

It is an expectation that students will be present for all scheduled activities during their clinical clerkships, but there are events in all our lives that sometimes result in the need to miss one or more days from a clerkship. The purpose of this policy is to clarify and standardize which reasons for absences are considered to be potentially excused absences and which are not, to explain the process of requesting absences, and to describe how lost time may be made up.

The guidance contained in this policy covers a large majority of reasons for student absences observed over many years, but is not meant to be all inclusive. There are other events that may cause a student to be absent, and there are also extenuating circumstances that may occur. In those cases the individual clerkship will be called on to make fair and well-reasoned decisions.

This policy was prepared with the recognition that Geisel medical students are hard-working professionals with a strong vested interest in their own learning.

Excused vs. non-excused absences

Event	Absence Excused?	Make Up Time Needed?	
		6 or 8 week clerkship	4 week clerkship
Student illnesses, including infections that could put patients or other staff at risk	Yes	If > 2 days missed	If > 1 day missed
Illness or death of a close family member or close friend	Yes	If > 2 days missed	If > 1 day missed
Presentation at a medical conference	Yes, if notification >2 months ahead	If > 2 days missed	If > 1 day missed
Religious or cultural holidays	Yes	If > 2 days missed	If > 1 day missed
Wedding (student is bride or groom)	Yes, if notification >2 months ahead	If > 2 days missed	If > 1 day missed
Residency interview	Yes	If > 2 days missed	If > 1 day missed

NBME exam – Skills exam in year 4	Yes	If > 2 days missed	If > 1 day missed
Personal days (such as a birthday)	No	Yes – for all days missed	Yes – for all days missed
Vacations	No	Yes – for all days missed	Yes – for all days missed
Family or school reunions	No	Yes – for all days missed	Yes – for all days missed
Attending a medical conference	No	Yes – for all days missed	Yes – for all days missed
Attending a wedding	No	Yes – for all days missed	Yes – for all days missed

The following holidays are considered days off for all students:

- July 4th
- Labor Day
- Memorial Day

If you have any problem with clerkships recognizing these days, please inform the office of Clinical Education and/or your clerkship or course director.

Communications

Timely communication between the student and clerkship director is essential to any episode of student absence from clerkship activities.

For events that can be planned well in advance, such as a wedding, the advance planning should ideally begin prior to the lottery where clerkships are chosen. This allows the student the opportunity to pick a clerkship or elective block that does not have night or weekend call at the time of the event. This will avoid missing any clerkship time. The Family Medicine clerkship, GAM, Neurology and most electives do not have night or weekend call.

For other events that can be planned in advance, but become known after the clerkship schedule is set, students should make a request to the clerkship director regarding the proposed absence as soon as the dates of the event are known. Call schedules can sometimes be adjusted to free up a given weekend day or night.

For unforeseen events such as an illness or family emergency, students are expected to notify their preceptor / ward team and the clerkship office of any missed time and its duration as soon as possible.

Making up missed time

Geisel's attendance policy for year 3 and 4 is that students may have up to two days of excused absence on a eight week clerkship before make-up time is required, and up to one day for a four week clerkship. Unexcused absences will always require make-up time, and in addition have the potential for being regarded as a breach of professionalism which could be referred to in grade narratives and could affect a student's overall grade. It is the student's responsibility to work with the clerkship director to plan any necessary make-up time.

Consequences of an unexcused absence

An unexcused absence is a potentially serious matter and may be looked upon as a breach of professionalism. It is expected that the student would be counseled by the clerkship director about such an episode, and that it would be an important element in the assessment of the student's professionalism competency in the clerkship grade narrative prepared for the student.

Other potential consequences of unexcused absences will depend on the seriousness of the matter and might include inability to receive an honors grade on the clerkship, reduction of a clerkship grade, failure of a clerkship, counseling by the Associate Dean for Clinical Education or a formal Letter of Concern for the student's file, particularly if there is a pattern of absences across clerkships.

Electives

Isolated absences from a year 4 elective may occur. However, a total absence of the equivalent of three working days or more during a single elective will be automatically reviewed to determine whether the student must make up the lost time to receive credit. The faculty of the elective will make the determination, taking into account the circumstances relating to the absence and the quality of the student's performance in that elective when he or she was present. If the faculty determines that the time must be made up, they will specify the duration and content of the required work.

Diversity Expectation

The Medical Education Committee has established an expectation that all Geisel students complete four weeks or more of a clinical experience at a site that offers patients who differ significantly in cultural, ethnic, socioeconomic, or other backgrounds from patients more commonly seen in New Hampshire and Vermont.

Eligible experiences could include some required clerkships, some clinical electives, and some experiences during the summers following years 1 and 2. Established clerkship sites that meet this expectation include:

- Family Medicine sites in Arizona, New Mexico, San Francisco, CA and AK
- OB-GYN sites in Hartford, CT, Nashua, NH, and California Pacific Medical Center, San Francisco, CA
- Pediatrics site in Maine, California, New Mexico and Arizona
- Inpatient Medicine- California Pacific Medical Center, San Francisco, CA
- Neurology- California Pacific Medical Center, San Francisco, CA

- Psychiatry- California Pacific Medical Center, San Francisco, CA

The Associate Dean for Clinical Education, can provide advice about whether other elective sites selected by students meet the diversity expectation.

It is recognized that it may be a hardship for a few students in each class to fulfill this expectation. An example might be a single parent with young children who is unable to leave the local area for a prolonged period. Concerns about the costs of travel to distant sites have been raised, and have been addressed by enhancements to the financial aid package. If you feel you are unable to meet this diversity expectation before graduation from Dartmouth, you should arrange a discussion with the Associate Dean for Clinical Education.

Special Requests for Clinical Rotation Placement Policy

Key Words

Clinical Rotation Placement, Lottery, Special Requests, Clerkships, Rotations

Summary of Purpose

This policy was created to more clearly delineate the process of how individual students' special requests for clinical rotations are handled and to inform students and clerkship directors what requests are deemed reasonable.

Guideline

Scope and Applicability: Faculty, Staff and Students

Definitions: None

Policy Statement:

The School will utilize a combination of lottery systems and site preference form reviews to determine the fair and equitable placement of students into the required clinical rotations. A good faith attempt will be made to honor student preferences to the extent that they are possible and do not infringe upon other students' opportunities. Students will have a means by which to request special considerations via the Office of Clinical Education.

Procedure:

- 1) Students shall contact the Office of Clinical Education PRIOR to the lotteries if possible or as soon as a special circumstance develops after the lottery to discuss special site placement requests.
 - a. Special considerations will be given for the following reasons:
 - i. Students with dependent children

- ii. Students who are expecting or have a significant other who is expecting the birth of a child.
 - iii. Students with health circumstances that require frequent health care appointments or special accommodations.
 - iv. Students with academic circumstances that require special attention.
- b. In general, special considerations can NOT be given for the following reasons:
- i. Students without driver's licenses or vehicles
 - ii. Students with pets
 - iii. Students with significant others
 - iv. Students with research plans
- 2) Students requesting special placement due to health or academic reasons will need to obtain official supporting documentation of such, provided by Dick's House (for health concerns) or the Dean's office (for academic concerns).
- 3) The Office of Clinical Education will work with students who are granted special considerations and the individual clerkship directors to determine the best schedule and site placements possible.

Background:

The basis for this policy includes the need to clarify what special placement requests will be considered and the process for such consideration.

Clerkship Grading/Evaluation Policy

Students are evaluated by their preceptors and clerkship directors based on student performance in the following areas of competency:

- Medical Knowledge
- Patient Care
- Interpersonal and Communication Skills
- Habit of Inquiry and Personal Practice Improvement
- Professionalism
- Systems based practice and the Science of Health Care Delivery

Grades are assigned by each clerkship based on the results of evaluations by preceptors, exams, projects and other assignments given by the clerkship director. Individual clerkship evaluation and grading policies are found in those clerkships' orientation materials

Clerkships, sub internships and most electives in years 3 and 4 are graded on an Honors – High Pass – Pass – Fail basis, with Honors reserved as a grade of distinction.

Use of NBME Shelf Exams in Clerkship Grading

Medical knowledge is an important competency to be assessed in the evaluation and grading of medical students. One means of assessing medical knowledge is through the use of clerkship-specific NBME subject exams. These exams are very commonly used in US medical schools, and at Geisel most clerkships administer them as well. While clerkships are free to establish how exams are weighted and incorporated into the final grade, the school supports standardization in determining passing or failing exam performances and their consequences. Geisel's policy on the use of subject exams in clerkship grading is as follows:

Subject exam results at the 5th percentile or lower represent a failure of the knowledge competency and therefore a clerkship failure and the student will be discussed at the CSPC to develop a plan for remediation.

When determining the percentile score for subject exam results, clerkships should take the raw score and use tables provided by the NBME to determine the percentile score among all students who took the exam last year, and also determine the percentile score among students who took the exam in the same quarter of the last year. The higher of the two percentile scores should be used as the student score.

Policy on NBME Subject Matter Exam Disruptions

Policy:

A student will have a means by which to petition for an exam retake if he or she experiences a significant disruption (that is not under his/her control) after the test has begun. Examples include computer or software malfunction *after* the start of the test, acute onset illness during the test, fire alarms, disruptive external or internal noise.

Protocol:

If a disruption occurs during an examination that the student feels is substantial enough to significantly affect his/her performance, the student should notify the test proctor or computer support person immediately. The test proctors will be responsible for documenting the disruption.

In such a circumstance, the student may decide whether he/she would like to request a repeat examination. The request shall be made of the test proctor in person and an email request shall be sent immediately after the test to include the clerkship director. The clerkship director is responsible for assessing the disruption and request and giving final approval for a retake.

Students will not be permitted to request a repeat test after they have received their initial test score.

The school will bear the cost of the re-examination. The score on the re-exam will be the only score considered in determining the student's grade. The repeat exam should be scheduled for

the next earliest time feasible for the student, proctor and technical support person so as not to unfairly provide excessive additional study time in comparison to other students in that clerkship.

CECD approval Feb 2016

Grade Appeal Policy

Each course or clerkship director will determine a student's grade. If the student believes a grade is unfair, the student may request reconsideration directly from the course or clerkship director. Each student is entitled to an explanation of exactly how the final grade was determined and to view the results of component quizzes, examinations, and evaluations that contributed to the final grade.

If the student still believes that the grade assigned by the director is unfair, the student should next approach the Department Chair for department-based courses. If the student is still not satisfied with the outcome of the decision, the student may then appeal to the Senior Associate Dean for Medical Education in writing stating the reasons why the grade is unfair. For courses that are not departmentally based, the student may appeal in writing directly to the Senior Associate Dean for Medical Education. The Senior Associate Dean for Medical Education is the final authority for grade decisions.

Third and Fourth Year Student Learning/Work Hour Policy

There are two primary educational goals for year 3 and 4 clerkships. The first is to help medical students learn about the evaluation and management of patients with a variety of medical conditions and expand their levels of mastery in a number of important competency domains. The second goal is for students to have the opportunity to learn more about each discipline as a potential career choice, from both residents and attendings.

The MEC recognizes that some of the best opportunities for learning occur on nights and weekends, while "on call". The MEC regulates student hours "on call" during clerkships and electives in order to provide the optimum learning experience in order to help students achieve a healthy balance of study and personal time during the clerkships through its workload policy.

All clinical rotations and electives must adhere to the medical student learning/work hour policy as follows:

1. The frequency of on-call experiences for each clerkship will be established by the respective clerkship directors, with the intent of optimizing the total educational experience for each student. No student should be on call more often than one night in three.
2. On average, at least one 24 hour period every week will be free of all patient care and scheduled educational activities, and should be spent outside the hospital.

3. Students must work no more than 80 hours per week in the hospital/clinic.
4. Students must work no more than 30 consecutive hours in the hospital/clinic.
5. If the clerkship allows, a student may switch call days during the course of the clerkship if an event of significant educational opportunity is at a time when the student is scheduled to be post-call. However, the student must complete the total number of required call nights for the clerkship.
6. Didactic conferences should be scheduled so that as many students as possible can attend. Post-call students should attend required teaching conferences if occurring within the above-outlined learning/work hours. However, post-call students may be required to miss didactic conferences in order to abide by the learning/work hour restrictions.
7. On-call rooms at DHMC will be available twenty-four hours a day for post-call students wishing to take a nap prior to driving home after their nights on call, if they feel too tired to drive home safely. The Office for Clinical Education should work with other affiliated hospitals that have night call for Geisel students, and try to arrange a similar arrangement for having rooms available to students during the afternoon while they are post-call.

The implementation of this policy includes the following:

- Clerkship directors must arrange the clerkship schedule (i.e. didactics) to comply with this policy
- Clerkship directors must announce this policy to all attendings and residents who work with students (including the contact physicians at away sites)
- Clerkship directors must announce this policy at all clerkship orientations
- The work hours policy will be easily accessible on the Geisel website
- Students will be queried on work hours on evaluations as appropriate to monitor the policy. Students should keep track of their own work hours.

Policy on Medical Students Performing Invasive Procedures

1. The student shall be a student in good standing at an accredited medical school.
2. Faculty with an appropriate level of medical expertise shall establish, on a prospective basis, the types of procedures that students will be able to perform, and the circumstances in which these procedures can be performed.
3. Prior to performing such procedures, the student shall receive appropriate training in the technique.

4. Students may not perform basic procedures (including venipuncture, IV insertion, arterial blood drawing, etc.) alone, without first having demonstrated proficiency under direct supervision. More advance procedures (including NG tube insertion, lumbar puncture, etc.) must always be performed under direct supervision.

5. There shall be periodic and ongoing review of the student's performance.

6. Such procedures shall be performed under the supervision and control of a duly privileged physician who shall assume full responsibility for the acts or omissions of the medical student.

7. Involved patients should be made aware that students may be performing these procedures.

Definition of Full Time Student/Student in Good Standing

A matriculated student making satisfactory academic progress, as defined by the CSPC, is considered to be full-time and in good standing. Typically, such a student who is enrolled in roughly 50% or more of the academic load during a given academic year, or splitting a year's work evenly over the course of 2 years is considered a full-time student in good standing.

A matriculated student typically enrolled in less than half of the curriculum during a given academic year and who is making satisfactory progress as determined by the CSPC is considered part-time in good standing.

- Part-time students in good standing are eligible for both Student Group Health Plan and services from Dick's House.
- Part-time students are enrolled less than full-time and will most likely not be eligible for financial aid due to the federal and institutional regulations governing the various loan programs.
- Part-time students should contact their lenders regarding the deferment and repayment options on their educational loans.
- Part-time students are not eligible to have student loans deferred by the institution.

Normally, a student will complete the medical curriculum in four years. However, a student may take five years through participation in one of the following while remaining a fulltime student in good standing.

1. Academic Scholars Program: A Geisel student who has been selected for a research opportunity under the terms of the Academic Scholars Program (See Academic Scholars Program section) will be classified as a Geisel Academic Scholar.
2. Modified Curriculum: Under very special circumstances, where the Director for Year 1, 2, 3 or 4 believes a reduced course load is important, or CSPC mandates this, a Geisel student may be permitted to extend the course work of a single academic year over a two year period.

Definitions of Student Status at Geisel

The following material may be useful to faculty and students in interpreting the implications of different types of student status and decisions made by the CSPC. In general terms, it is important to know that the transcript of each student will accurately reflect how a student's status changes over time and exact dates of the status change. The Registrar will be responsible for notifying all departments of a change in a student's status as promptly as possible. Every reasonable effort will be made to report changes in status in real time (e.g. from a certain date forward). When the CSPC changes a student's status, the change in status will be noted on the transcript as taking effect the day after the CSPC meeting or another date close to that as set specifically by the CSPC. Each change in student academic status will be noted accurately, in chronological order, on the official student transcript.

Separation from the Medical School:

From time to time, it may become necessary for the CSPC to separate (expel) a student from the medical school. This is done rarely, and only for very serious lapses in academic performance, misconduct, or both. Separation means that the student no longer has a formal relationship with the medical school; that student is no longer enrolled at the medical school. The CSPC will take this serious step only after the student has been offered an opportunity for a hearing before this committee. A student is then separated the day immediately following the CSPC decision. A separated student may only be enrolled again at the medical school after going through a new, formal application process with the Admissions Committee. Admissions decisions on any such new applications will be made in accordance with established procedures; students submitting new applications are not guaranteed the opportunity to return to Geisel.

This change in status has several immediate and important effects.

- In the Registrar's Office, the official transcript records that the student was separated by the CSPC as of the day after the CSPC decision. No classes or exams may be taken, and no new grades recorded, after that date. On rare occasions when the student has submitted an appeal, the CSPC may allow the student to have provisional standing and to continue some classes or exams. Provisional students in an appeal process are not allowed to have any patient contact. Provisional standing may only be granted after a formal letter of appeal has been received by both the Registrar and the Chair of the CSPC and must be submitted within 1 week of the CSPC meeting in which separation had occurred. No new grades will be recorded during the appeal process. If the CSPC decision of separation is appealed and reversed, grades from exams that may have been taken during the appeal process will be recorded. If the CSPC decision is upheld, the student record will show that the student withdrew from or failed the course(s).
- In the Student Financial Services Office, the final bill will be adjusted to cover all charges incurred up to that date, but no additional charges (e.g. new tuition costs, etc.) will be levied after that date. If a formal appeal has been submitted and received, appropriate actions will be decided on a case by case basis.
- In the Financial Aid Office, no new loans or grants can be given out; as of that date, some loans already given may become due. If a formal appeal has been submitted and received, appropriate actions will be decided on a case by case basis.
- With regard to other offices and student privileges, the student will no longer have access to libraries, computers, buildings, or other services offered to students who are enrolled in

the medical school. Also, since that individual is no longer an enrolled student, he or she may not obtain health services provided through the Health Service at Dick's House. The Dartmouth ID card will be inactivated. If a formal appeal has been submitted and received, appropriate actions will be decided on a case by case basis.

- With regard to the Dartmouth Student Group Health Plan (DSGHP), the student may continue to benefit from whatever plan enrollment is already in place and paid for. The coverage will continue through the end of that plan year, August 31, as long as the student maintains a payment schedule approved by the Plan Office. Since the individual is no longer an enrolled student, that individual would no longer be eligible to renew student or student dependent plan coverage for the next plan year beginning the following September 1. However, you may elect to purchase an Extension of Eligibility (EOE) for up to the six months of additional coverage. This EOE is designed to facilitate the transition to other insurance coverage. Students should not rely on the DSGHP for their sole source of health insurance protection under the EOE. The application and payment for the EOE must be received within (31) thirty-one days prior to the termination date.
- With regard to school e-mail, the student's e-mail account will remain active for 30 days or until all appeals have been completed. A formal letter of appeal from the student must be received by the Registrar and the Chair of the CSPC within one week of the CSPC decision for separation. *If the decision to separate is upheld after the appeal, the student's email will remain active for approximately 30 days, after which it will be inactivated. The CSPC reserves the right to request the email account inactivated earlier than 30 days if the circumstances warrant it.*
- While a student is separated, that individual has the right to a prompt appeal process. When a separated individual follows the appeal process and has been granted provisional standing, he/she will maintain active student status. If an appeal finds in favor of the separated individual, then the transcript will reflect the timing of the original decision to separate and the subsequent decision to grant the student's appeal. That individual will continue as an enrolled student as specified by the CSPC.

Suspension from the Medical School:

This process is similar to separation, except that suspension from the school is for a specified, finite period of time. The transcript will record the period of suspension, as set by the CSPC. Near the end of that period, the suspended student may apply to the CSPC for consideration to be re-enrolled as a student. The CSPC would then need to decide whether to re-enroll the student, continue the suspension, or separate the student. If the student fails to contact the Chair of the Committee to request re-enrollment by two months prior to the end of the period of suspension, then the student's status will be converted from suspended to separated. In other ways, the status of the suspended student is similar to the separated student outlined above.

Withdrawal from the Medical School:

A student may voluntarily withdraw from the medical school at any time. We hope that the student considering this option will discuss the advantages and disadvantages of this option with his or her faculty advisor before taking this action. Once a student withdraws, the Registrar will note this date and action on the official transcript. In other ways, this status is similar to that of

the separated student. Once a student withdraws, that student can re-enroll in the medical school only after filing a new, formal application with the Admissions Office.

Leave of Absence:

A leave of absence will normally be granted for a maximum period of 12 months. In unusual situations, the CSPC may decide to allow an additional 12 months leave, upon request from the student. Leaves that extend for more than 24 months will be converted to withdrawal status in most situations. The further implications of being on a leave of absence are as follows:

- In the Registrar’s Office, the transcript records that the student was on a leave of absence for the time period approved.
- In the Student Financial Services Office, the bill will be adjusted to cover all charges incurred up to the date beginning the leave of absence. The only charges levied during the leave of absence will be student activity fees and disability insurance charges for the next academic year.
- In the Financial Aid Office, no loans or grants can be given out during the leave of absence. Some loans may become due if the leave of absence is longer than six months.
- With regard to other offices and student privileges, the student may keep his or her ID card and continue to have access to libraries, computers, buildings, and e-mail services offered to enrolled students, so long as the student services fee has been paid for that period of time. A student on a leave of absence may arrange to purchase health services provided by the Health Service at Dick’s House on a fee-for-service or on a fee-by-term basis.
- With regard to the Dartmouth Student Group Health Plan, the student may continue to benefit from whichever plan they already have in place. The coverage will continue through August 31 (the end of the plan year), with installment fees billed to the student’s college account. In order for the student to be eligible to renew their student or student family plan coverage for the next plan year beginning September 1, they would have to choose the option to continue their health plan coverage. A full-time student in satisfactory standing, making satisfactory progress toward a Dartmouth degree (as approved by the Senior Associate Dean of Medical Education) is eligible to participate in the DSGHP. If a Geisel student goes on an approved LOA and is listed in Banner as an Active Student (AS) they will be eligible for DSGHP and have eligibility for services at Dartmouth Health Services.

Policy for Granting Leave of Absence or Withdrawal

Normally a student is expected to complete the medical curriculum over the scheduled four-year sequence. A leave of absence, permitting the student to leave the curriculum for periods up to one year, may be granted on recommendation or approval by the CSPC or with special permission from the Senior Associate Dean for Medical Education (see below). Normally, a decision to grant a leave takes into account:

1. The urgency of need on the part of the student, and
2. The enrollment levels in each class for the year the student will be on leave as well as the year the student will return. Priority will be given to students with serious academic or medical conditions with next priority to students seeking a leave to do research.

A maximum of two leaves of absence (each up to 12 months in length) will be granted to any student, subject to appeal to the Dean of the Medical School.

All requests for leaves will be considered as they are submitted.

Students considering taking a leave of absence should consider the financial implications of the leave. Consultation with the Fiscal Office regarding tuition and with the Financial Aid Office regarding packages is advised in the early stages of planning. A student starting a leave midway into the year will pay additional tuition; additionally, federal regulations require the refund to banks of pro-rata portions of financial aid proceeds. Students on leave may also be required to begin repayment for educational loans. For these reasons, students are strongly discouraged from considering leaves that do not begin and end with the academic year.

The student must be aware that while on a leave, he/she is not considered an enrolled student. As such, Geisel School of Medicine cannot assume any official responsibility. This means that any work done by the student during a leave cannot be considered for credit towards the MD degree at Geisel. A student must be enrolled in order to register for United States Medical Licensing Exam (USMLE). The student should be aware of the deferment regulations governing the various student loans he/she has taken. The student will not be covered by liability insurance (please see section on Liability Insurance Coverage).

Leave Types

Leaves of absence fall into two types: leaves initiated or approved by the CSPC and leaves initiated by the student. Leave descriptions and procedures for taking a leave are described below:

1. Leaves initiated or approved by the CSPC: This includes leaves of absence related to academic or conduct problems. A student in academic difficulty may be required to take a leave of absence by the CSPC. Alternatively, a student in academic difficulty, or on academic probation, may request a leave of absence. These leaves of absence will be processed by the Chair of the CSPC and will require his or her signature on the appropriate form.

The student must complete the Status Change Request Form available on the Registrar's Office website before the leave is considered official. A student returning from leave at the start of an academic year must notify the Chair of the CSPC of his/her plans to return by the preceding March 15th. For students returning in the middle of an academic year, this notification must be given at least two months in advance of the agreed upon return date. If no communication is received, the student will be considered withdrawn.

The student must obtain clearance to re-enter the curriculum through the CSPC. This process must be completed no later than one month prior to the agreed upon return date.

2. Leaves initiated by the student: A student in good standing may wish to take a leave of absence for a variety of reasons including personal illness, family illness, desire to pursue a research or personal academic interest, etc. Students wishing to take a leave of absence must

submit a formal request, which includes the reason for the leave and a plan for the completion of his/her education. The student may wish to seek advice from the following: Advising Deans, Academic Deans for years 1 or 2, or the Associate Dean for Clinical Education, and/or Director of Student Affairs. Ultimately, each request must be approved by the Senior Associate Dean for Medical Education, who will typically meet with the student. Additionally, a student requesting a medical leave must provide a supporting letter from his/her physician or counselor.

Following approval, the student must complete the process described on the Status Change Request Form available on the Registrar's Office website before the leave is considered official.

A student returning from leave at the start of an academic year must notify the Senior Associate Dean for Medical Education of his/her plans to return two months before the date of return. If no communication is received, the student will be considered withdrawn.

Before a student may return from a medical leave, he/she must submit a new Status Change Request Form, a supporting letter from his/her physician or counselor, and obtain clearance through the Student Health Service (Dick's House) documenting and approving that the student is now ready to resume participation in the curriculum. Dick's House may request approval/consult from Occupational Medicine as necessary to make this decision.

This process must be completed no later than one month prior to the agreed upon return date.

Withdrawal

A student in academic difficulty or with professional conduct issues who decides to withdraw permanently from the medical school should make an appointment to meet with the Chair of the CSPC. A student in good academic standing who decides to withdraw permanently from medical school should make an appointment to meet with the Senior Associate Dean for Medical Education to discuss the matter.

A student who is withdrawing must submit a letter of withdrawal to either the Chair of the CSPC or the Senior Associate Dean for Medical Education and must complete the Status Change Request Form available on the Registrar's Office website.

Students who withdraw are considered permanently withdrawn from the school. After leaving Geisel School of Medicine, a student who wishes to return must apply for admission in accordance with current admissions policy. If the student's academic standing was in question at the time of withdrawal, the applicant must obtain the approval of the CSPC prior to being considered for admission by the Admissions Committee.

Policy on Transfer

It is generally agreed among all U.S. medical schools that transfer during the four year curriculum should be discouraged. Because of variations in the sequencing of academic experiences it is difficult to ensure that a student's education will be continuous if a student transfers between schools. Additionally, because a student's final evaluation is, indeed, a

composite of all four years in medical school, the transfer student may be placed at a distinct disadvantage. In very unusual circumstances a student may wish to consider transfer. In all circumstances a student must be eligible for promotion into the next year at the Geisel School of Medicine at the time of transfer. If a student is accepted for transfer to another medical school, the student will be expected to complete all academic obligations required for promotion into the next year of the Geisel School of Medicine. Official transcripts of academic work completed at Geisel will not be released to the transfer school until all appropriate procedures have been completed and the student has paid, or has satisfactorily arranged to pay, all accounts due Dartmouth College.

Academic Scholars Program

Geisel School of Medicine encourages students interested in academic careers to participate in quality, stimulating, exciting, and supervised research or academic opportunities during medical school that will further the student's medical interests. Students may participate in competitive funded fellowships such as Sarnoff, Howard Hughes, NIH, or NSF. Students may also participate in individually arranged research or academic experiences supervised by a Geisel or non-Geisel faculty mentor, with or without financial support (such as the Pathology Preceptorship Program).

Approval for Academic Scholar status is granted only by the Senior Associate Dean for Medical Education after a review of the proposal and a review of the enrollment projections. Students should discuss their plans with one of the deans from Medical Education or Clinical Education to be sure that the Academic Scholar's program does not interfere with other curricular requirements required for the completion of the MD degree; a dean can offer constructive advice for structuring the student's personal program of study or research. The main objective of the Academic Scholars Program is to provide a mechanism for interested students to pursue a sustained experience in a quality research endeavor, longer than that possible during a brief summer fellowship or elective experience, but obviously not as prolonged as a formal degree-granting program.

A Geisel student whose proposed program of study or research is approved will be classified as a Geisel Academic Scholar—a full-time, non-resident student. The student's status as an Academic Scholar will be noted on his/her Geisel transcript. A notation will be added after the Academic Scholar Year is completed. In unusual circumstances, upon special request, up to 4 weeks of year 4 credit for a non-clinical elective may be granted by the Associate Dean for Clinical Education for work done during the Academic Scholar period. Academic Scholar status is normally granted for one academic year, either after the second or third year of medical school. Exceptions, based on a case-by-case evaluation, may be made in unusual circumstances.

As an Academic Scholar, the student is not eligible to receive financial aid through the Geisel Financial Aid Office. Academic Scholars may receive stipends at the option of the sponsoring agency. Information regarding the magnitude of the awards must be reported to the Financial Aid Office. Academic Scholars are assessed a \$100 registration fee.

Procedures for application:

1. A student interested in the Academic Scholars Program should consult with the appropriate dean in Medical Education or Clinical Education. As the proposal is planned, the student should identify a faculty advisor to guide the development of a proposal. Suitable topics must be relevant to both medical education and the student's career.
2. A proposal for the project, along with the Status Change Request Form available on the Registrar's website, is submitted by the student to the appropriate dean. The proposal must be accompanied by a statement from the faculty advisor endorsing and supervising the project. This is usually a Geisel faculty member, although faculty members at other medical centers (e.g. the NIH) are sometimes appropriate. The proposal must describe the research or academic project, methods of data collection and analysis, funding, where the project is to be carried out, availability of necessary equipment, who will supervise locally, what the student hopes to gain from the project, and how the project relates to future career plans.
3. The final review and approval of the proposal is by the Senior Associate Dean for Medical Education (as is true of all change of status applications).
4. If approved, the student is registered as an Academic Scholar and considered a full-time, non-resident student. The student is entitled to the same privileges as a regular full-time student, including professional liability insurance coverage under the Professional and Comprehensive General Liability Insurance Policy and enrollment in the Dartmouth Student Group Health Insurance Plan through Dick Hall's House. The Registrar's Office will record "Academic Scholar" on the transcript.
5. The Academic Scholar is billed a \$100 registration fee. Other fees may be applicable.

Academic Records

Academic Records are maintained in the Geisel Registrar's Office. This record includes the academic transcript and certain documents from the admission file of the student. In addition, correspondence of an academic nature acquired from the time of matriculation through the present is included.

Transcripts

A transcript is an unabridged summary of a student's academic history at Geisel and lists a student's name and all courses taken and grades received, including courses taken with prior approval away from Geisel. Non-credit (enrichment) electives for years 1 & 2 students are also recorded. These records are updated continuously. Official and unofficial transcripts are available using a secured network via Banner Student Self-Service.

The one-time document fee charged in year 1 allows students to request transcripts and the MSPE (Medical Student Performance Evaluation) at no additional cost.

Student Record Policy

Geisel School of Medicine has a long-standing policy of preserving the confidentiality of student records. In keeping with federal law, Geisel permits students to review the education records

concerning them which it maintains. Student education records are located primarily in the Registrar's Office and other academic departments. Students have the right to inspect and review their education records within 45 days of receiving a request for access. For other records, students may file a written request with the person who is responsible for maintaining the record which the student wants to review.

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

Disclosure of Personally Identifiable Information

Geisel will not disclose personally-identifiable information from the student's education record to third parties without notice to the student, except to the following parties and in the following circumstances:

Directory information, including name, age and date of birth, student ID number, dates of attendance, enrollment status, class year, degree sought, major, awards and honors, address, telephone number, Dartmouth email address, place of birth, relationship to an alum, previous educational institutions attended and degrees awarded, extracurricular activities and student photo, may be disclosed. Directory information is not released for those students who have requested, in writing, a Confidentiality hold from the Geisel Registrar's Office.

1. Faculty members and other officials of Geisel who have a legitimate educational interest in the student's education record may be permitted to review it.
2. Geisel will disclose information to those acting in an official Geisel capacity for the determination of awards and award nominations.
3. Geisel will disclose information to government agencies entitled to it by law.
4. Geisel may disclose information to the parent(s) or guardian(s) of a student if he or she is financially dependent as defined by the federal income tax laws.
5. Geisel must disclose information in response to a lawfully issued subpoena; in such cases the College will attempt to notify the student involved.
6. Geisel may disclose information when necessary to determine the student's eligibility for financial aid or to enforce the terms or conditions of financial aid that a student has received.
7. Geisel may disclose information to an organization conducting studies if the organization certifies that (i) the studies will not be conducted in a way which will permit the personal identification of the students and (ii) the organization's record of such information will be destroyed when the study is completed.
8. Geisel may disclose information to appropriate parties in a health or safety emergency in which the health or safety of a student or other individuals is seriously threatened and the parties to whom the information is disclosed are in a position to meet the emergency.
9. Geisel forwards educational records to other educational institutions or to Dartmouth graduate programs in which a student seeks or intends to enroll, either upon the request of

the other institution or Dartmouth graduate program, or upon the request of the student.

10. The College must disclose information to federal law enforcement officials in response to a lawful court order regarding federal terrorist investigations.

If a student has a concern about the College's compliance with applicable federal laws concerning his/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 compliance failures by the College with the Family Educational Rights and Privacy Act Office (FERPA).

Transcripts for Students Applying for Internship/Residency Programs

Students using the ERAS system will request their transcripts via the Banner Student menu. Students can request an official eTranscript for ERAS by entering "ERAS" as the recipient name and "Clinical.Education.Office@Dartmouth.edu" as the recipient email address. The transcript will be accessed and uploaded to ERAS by the Office of Clinical Education. There is no charge as students have already paid a one-time document fee covering all transcript and MSPE costs.

Explanation of Grades and Transcript Notations

Grading System

Students are evaluated with the Honors/High Pass/Pass/Fail grading scale or the Pass/Fail grading scale as indicated on the student's transcript.

Core curriculum course grades:

In years 1 and 2, all courses are graded Pass/Fail.

In years 3 and 4, all courses, clerkships, sub-internships, and most electives are graded Honors/High Pass/Pass/Fail, with the exception of the required year 4 courses which are Pass/Fail. These courses include Health, Society and the Physician, Clinical Pharmacology and Therapeutics, Advanced Medical Sciences, Advanced Cardiac Life Support and Pediatric Advanced Life Support.

While our grading system does not permit the ranking of students, extensive narrative comments on student performance do allow faculty to distinguish differences in the level of performance among students.

Explanation of Grades

HONORS (H) Indicates work of quality which is distinctly superior to that normally expected.

HIGH PASS (HP) Indicates work of quality which is clearly above that normally expected.

PASS (P) Work of good quality, worthy of graduate credit. When a course is graded as Pass/Fail the Pass is noted on the transcript as "PAS" rather than "P".

FAIL (F) A grade of Fail will be awarded when performance on required tasks does not meet passing standards as established at the beginning of the course by the Course Director. Failure to submit required work on time (in the absence of an excuse approved by the Course Director) and grossly improper conduct (e.g., cheating and plagiarism) may also be grounds for Failure. A Failure will remain on the transcript in the term when it was received unless a re-exam is sufficient to remove the deficit. In the case of a re-exam, the Failure will be replaced by the new

grade and notation of grade (raised by re-exam) will appear under the course.

Grade* A grade marked with an asterisk denotes a repeated course.

All applicable levels of grades are permissible for students repeating entire courses or clerkships.

Explanation of Transcript Notations

CREDIT (CR) Credit is given for a required course through demonstrated proficiency with approval from the appropriate department.

EXEMPT (EX) Credit is given for a required course through an exempting examination by the course director.

NON-REQUIRED COURSE (NRC) Notation is used in lieu of a grade for non-credit enrichment electives taken in yearS 1 and 2.

WITHDRAWN (W)-This designates withdrawal from a course after the course has begun.

******-Double asterisk denote a multiple-term course for which a grade is awarded and total awarded credits are posted in the final term of the course.

Grade raised by re-exam This notation appears beneath a course in which the failing or other grade was raised by re- examination.

In progress refers to courses which are ongoing for a particular term.

INCOMPLETE (INC) A temporary transcript notation of “INC” will be posted when performance cannot be assessed because of failure to submit required coursework due to an absence or excuse approved by the Course Director. This notation will appear on the transcript until the final grade is submitted.

ACADEMIC SCHOLAR YEAR (ASY) This notation appears next to the notation of the Academic Scholar Year experience posted to the transcript.

Major decisions by the CSPC are recorded on the academic transcript as are all changes in status.

Policy on Academic Notice

Students whose academic performance is not satisfactory will be placed on Academic Notice. This term is for use inside Geisel (does not appear on the transcript) to help students and faculty understand a period of increased supervision of the student’s academic efforts, and to formally transmit the concern of the CSPC to the student. The Student Affairs and Medical Education Offices will work closely with each student during this period to be sure that they have available to them all appropriate academic support. The conditions for being placed on Academic Notice are as follows:

1. A failure in any required course, clerkship, or elective will result in a student being placed on Academic Notice for a period of 6 months.
2. A series of marginal passing grades may also result in a student being placed on Academic Notice for a period of 6 months.
3. Students repeating a year, or placed on a split year for academic reasons, are automatically placed on Academic Notice.

While on Academic Notice, a student may not take any course, clerkship, or elective away from Geisel/DHMC.

The Committee on Student Performance and Conduct (CSPC) Chair will send a letter to the student outlining the concerns regarding academic performance. This letter serves as the indicator of Academic Notice. Upon receipt of notification, the student may wish to meet with one of the Deans to develop a plan for achieving academic success.

United States Medical Licensing Exam (USMLE)

The three parts of the USMLE taken during medical school (Step 1, Step 2 CK, and Step 2 CS) are important milestones on the way to eventual licensure as a physician. All medical students must take and pass each of these separate tests prior to being eligible for licensure in any of the 50 states. In most states, passage of these exams is also required for graduates to obtain the necessary trainee license to begin a residency. Additionally, scores on these exams – especially Step 1 – are used to screen applicants for residency programs.

It is, therefore, in every student's interest to pass all exams on the first attempt and to perform as well as possible. Step 1, taken after the completion of year 2, is the only one of these exams a student must pass in order to complete their education at Geisel and graduate. Because our curriculum is designed to be a progressive competency-based educational program, it is important that students be able to demonstrate appropriate levels of mastery before moving on to the third and fourth year of training.

Years 3 and 4 are more clinically based than years 1 and 2 and require a strong foundation of both basic skills and medical knowledge to ensure excellent patient care. Step 1 helps us assess the cumulative medical knowledge base of our students. In addition to Step 1, students must also have successfully completed all curricular requirements of years 1 and 2 to demonstrate readiness for year 3.

Geisel students are required to pass Step 1 in order to continue their year 3 clerkships. Step 1 exams are taken at the end of year 2.

Students must take Step 2 CS and CK no later than the dates established by the Assistant Dean of Medical Education. Any exceptions to these deadlines must be approved by the Assistant Dean for Medical Education and communicated to the Registrar's Office.

While Geisel recognizes that ultimately it is the responsibility of each student to take and pass all Steps of the USMLE, the School is committed to providing students with excellent educational opportunities through a carefully monitored curriculum. Geisel also makes informational sessions on the various Steps of the USMLE, as well as individual advising sessions, available to help students perform well on these exams. A very small percentage of students fail one of these exams on the first attempt, and Geisel offers supportive counseling and assistance with planning when a failure does occur.

Specific policies related to Step 1

1. All students must take Step 1 prior to beginning the first clerkship in year 3, whether the first clerkship is scheduled for Block 1 or Block 2.
2. A student who receives a failing Step 1 score report prior to starting the first clerkship will not be permitted to start the clerkship. That student will instead begin a structured study period to prepare for a second attempt at Step 1.
3. A student who receives a failing score report after beginning the first clerkship will be allowed to complete that clerkship before beginning a structured study period.
4. Students who have failed Step 1 will not continue with clerkships until they have passed the exam. These students should meet with the Senior Associate Dean for Medical Education, as well as the Director in Geisel's Learning Support and Student Accessibility Services, in a timely fashion to develop the best possible remediation and study plan.
5. During this study period, a student's status will be that of a full-time student on a split schedule.
6. A student with a first failure must take the exam a second time no less than two months after the initial attempt (USMLE policy), and no later than December 15 of that year. This time will allow the student to study intensively, to take a residential or online course if appropriate, and to receive the new Step 1 score before Block 5. The student will not take year 3 courses or clerkships while results of the second attempt are pending.
7. A student who passes on the second attempt will start a clerkship at the beginning of the next clerkship block. If the passing score is reported at a time that allows taking either a four week clerkship (GAM or Neurology) or an elective prior to the start of the next clerkship block, then the student will be allowed to take one of these courses if space is available.
8. A student who fails Step 1 for a second time will begin a leave of absence when the score is reported. That student should again consult with the Senior Associate Dean for Medical Education, as well as the Director in Geisel's Learning Support and Student Accessibility Services, to develop the best possible remediation and study plan. In addition, a consultation with Financial Aid is advised. The CSPC will also review the student's situation.
9. A third attempt at taking the exam must occur no later than June 30 of the same academic year.
10. A student who passes on the third attempt will end the leave of absence and be able to start a clerkship at the beginning of the next block. If the passing score is reported at a

time that allows taking either a four week clerkship (GAM or Neurology) or an elective prior to the start of the next clerkship block, then the student will be allowed to take one of these courses if space is available.

11. Separation from Geisel will be discussed by the CSPC whenever a student fails Step 1 for a third time. The entire scope of a student's performance over the previous years is considered at that meeting. (A third failure is an extremely rare occurrence at Geisel.)

Specific policies related to Step 2 CK and CS

1. All students must take Step 2 CK by December 15 of their final year of Geisel training, and taking it close to the end of year 3 is recommended. This portion of the USMLE evaluates cumulative student achievement in *clinical knowledge*.
2. All students must take Step 2 CS by November 5 of their final year of Geisel training, and taking it close to the end of year 3 is recommended. This portion of the USMLE evaluates student cumulative achievement in *clinical skills*.
3. Although Geisel students are not required to pass these Step 2 exams in order to graduate, passing is required before starting most residencies. Our deadlines allow students (and potential residency programs) to know that a passing score has been obtained prior to the residency ranking process. It is the expectation of all residency training programs that Geisel graduates will have passed the first three USMLE tests (Step 1, Step 2 CK, and Step 2 CS) prior to beginning their PG-1 year.
4. If a student fails to obtain a passing score on one of the Step 2 exams, our deadlines also allow appropriate planning to take place and mean that residency matching may still be possible in the same year. A student who fails one of these exams should contact the Associate Dean for Clinical Education and the Senior Associate Dean for Medical Education as soon as the failure is reported.
5. A second attempt must be scheduled before March 15 of the same academic year. Otherwise, a state training license may not be available in time to start a residency.
6. In the rare case when a student who has matched into a residency is unable to pass either Step 2 CK or Step 2 CS before the start of the residency, that student must notify the training program as soon as possible so that the program can plan appropriately.

Summary

Our School recognizes that each student is responsible for his or her own academic performance, conduct, and personal activities. Internship and residency programs will continue to look for the most qualified applicants for their positions. We recognize that the quality of every medical student, and indeed every physician, is a complex combination of biomedical knowledge, skills, professionalism, community spirit, citizenship, and leadership. The Geisel School of Medicine continues to strive to provide a learning climate that maximizes professional growth of every

student in a cooperative and respectful environment where faculty is committed to teaching and mentoring. The School's policies on evaluation, feedback, and grading are meant to reflect these educational goals and core values.



SECTION II



Academic Resources

Registrar's Office

Registration

Registration at Geisel consists of two separate activities and is required of every student prior to, and at the beginning of, each school term during designated times. The first of the two activities involves the actual selection of the term coursework and methods differ from class to class. The second activity is called “Registration Check-In” and validates course selections and allows the student to begin the term. The check-in process is done online. In order to be eligible for registration check-in, all students must have their term bill and Dartmouth Card accounts in order, as well as have their Health Services files and necessary immunizations completed. Prior to registration check-in, “holds” are placed on the files of any student who has not cleared any outstanding obligation, as noted, and registration check-in may not be completed until the “hold” is released. Students are not considered “enrolled” until they have completed the check-in process. Students who are not “enrolled” are not eligible for liability insurance, course registration, loan deferment and other services afforded to registered/enrolled students. Completion of check-in allows Financial Aid to be disbursed.

Year 1 Entering Class

Registration check-in for newly entering students is explained in an email sent from the Registrar just prior to the first day of classes of Term 1 and is completed online during approximately the first week of classes. The actual selection and registration of each student into the year 1 courses is processed by the Registrar’s Office. The procedure for registration check-in for Terms 2 and 3 is the same as for Term 1.

Entering students are directed to the Orientation web site upon their acceptance of admission; there they will find the schedule for Orientation week, information for arrival on campus and materials requiring action. This is also the time when students get an overview of their four years at Geisel, obtain their Dartmouth IDs, register their cars, receive mailbox assignments, and do other housekeeping tasks. The photos taken for the Dartmouth IDs are made into a class composite called the “Face Sheet” which is available to the community via the Geisel intranet. This “Face Sheet” is reconfigured each year through year 4 at Geisel.

Years 2 - 4

Registration and check-in for year 2 students is the same as that for year 1. Course registration is processed by the Registrar’s Office, and registration check-in takes place online for approximately the first week of classes. Instructions for the online registration check-in will be emailed by the Registrar’s staff at the start of classes in August and in January.

Course selection for year 3 clerkships takes place via a lottery system directed by the Registrar’s Office and the Office of Clinical Education. Course selection for year 3 and 4 electives/sub-internships takes place on OASIS (Online Access to Student Information and Scheduling). Registration check-in will take place online for approximately the first two weeks of each term in years 3 and 4.

Registration Check-in Late Fee

A student who fails to complete registration check-in at the designated time will be assessed a \$25 late registration fee which will automatically be applied to the student’s bill.

Electives & Sub-Internships Late Fee Policy

Timely registration for electives and sub-internships for the Geisel School of Medicine and away sites is vitally important. Students are expected to be registered for these courses four weeks

prior to the start date.

The process for requesting approval for away or non-established rotations (clinical, non-clinical and sub-internships) is described in detail on the Geisel Registrar website. Failure to submit the information a minimum of four weeks prior to the start of the rotation will result in a fifty dollar (\$50.00) fine. In the case of *extenuating circumstances that are felt to be important, unavoidable, and persuasive*, the Associate Registrar is authorized to waive this fine.

Starting a rotation, either away or at Geisel, prior to completing all of the pertinent requirements will result in a fine of one hundred dollars (\$100.00).

Completing an elective or a sub-internship without having the pertinent requirements on file with the Office of the Registrar will result in a fine of two hundred dollars (\$200.00) if retroactive credit is requested. In this situation, final approval of retroactive award of credit will be made by the Associate Dean for Clinical Education.

Student Identification Cards

All students will receive a Dartmouth College student identification card upon initial registration at the medical school. Getting your first Dartmouth Card? Make sure to bring a photo-ID with you when you visit the Dartmouth Card Office located in the basement of 1953 Commons dining facility. We must validate your identity before we can issue a first-time ID.

The student ID card will serve as your permanent student card for charging meals at Class of 1953 Commons, Collis Cafe, Courtyard Cafe, Byrne Hall (Tuck), Hanover Inn, and Hopkins Center Box Office. Your ID card will also allow you access to all campus libraries, Dartmouth College Athletic Department facilities, the Dartmouth Skiway and the Collis Market Convenience Store, etc.

Procedure for Replacing Lost ID Cards:

Lost or stolen cards should be reported IMMEDIATELY to the Dartmouth Card Office 603-646-3724 during regular business hours. After business hours lost or stolen cards should be reported immediately to Safety and Security at 603-646-4000. After you report your lost or stolen card, request that it be deactivated, blocking the unauthorized use of your accounts.

Replacement cards can be issued from the Dartmouth Card Office at any time during business hours. A new card can be produced in minutes and will have the same account and access features as your original card.

From September 1st through August 31st each academic year, you may replace up to 2 **lost/stolen** Dartmouth IDs for \$25.00 each. Any additional lost/stolen ID replaced during this time period will be \$50.00 each. Cards damaged due to improper care will be charged a fee of \$5.00. This is a policy of the Dartmouth Card Office.

For more information regarding your Dartmouth ID card, please refer to the website:
<http://www.dartmouth.edu/~dartcard/index.htm>

Policy on Academic Uses of Evaluation Data

Ongoing evaluation of our educational program is essential at Geisel School of Medicine (Geisel). We use course evaluations, student evaluations, and faculty evaluations to continuously improve our educational programs. Sometimes our evaluation findings contribute important generalizable knowledge in medical education through manuscripts for publication or presentation at regional, national or international meetings. As a medical student or faculty member at Geisel School of Medicine, you should know that data from anonymous evaluations you complete or that are completed about you may be included, in aggregate form only, in such papers or presentations. The purpose of this policy is to notify students and faculty of the possibility of this occurrence and to identify sources of additional information regarding this policy.

Standard Programs and Evaluations

Our educational program includes the four-year curriculum leading to an MD degree, which has been approved by the Medical Education Committee. We collect information on a regular basis that includes course evaluations, to assess satisfaction with the program; evaluations completed by faculty about students' clinical skill development; and knowledge and clinical performance exams, which are paper-based, clinical or computer simulations designed to evaluate how well learning or improve a course.

Students are integrating knowledge and/or performance in their skill development. Additionally, a course director may introduce evaluation tools on an occasional basis to elicit specific information to discover how to enhance student learning or improve a course.

All internally or externally funded special medical education programs that are reviewed and approved by our Medical Education Committee, which can include significant program enhancements and their associated evaluations, are considered standard programs/evaluation under this policy.

Non-Standard Programs and Evaluations/ "Studies" including students

Any special medical education programs or evaluations (internally or externally funded) being conducted to test a hypothesis using a scientific study design that is not needed for the purposes of course improvement (e.g. when randomization occurs, or where multiple school comparisons are to be made) or for purposes other than internal program improvement are considered non-standard programs/evaluations. Requests to introduce non-standard programs/evaluations must be reviewed by the Medical Education Institutional Review Committee (MEIRC) for methodological rigor and to assure the appropriateness for participation by Geisel students and/or faculty. In any case when such programs are proposed to and approved by the MEIRC, medical students and faculty will be invited formally to participate, and informed consent will be requested. Decisions to take part in any such program or evaluation will be entirely voluntary and will not influence grades in any course, clerkship or elective or student or faculty standing at Geisel School of Medicine. MEIRC collaborates and coordinates with the Committee for the Protection of Human Subjects at Dartmouth College.

Any student considering research on students/ others is required to work with a faculty investigator. Research involving medical student researchers who are studying other medical students have the same requirement of review by the MEIRC through the CPHS at Dartmouth College. Medical students by definition are considered a vulnerable population.

For questions about this policy, please contact Greg Ogrinc, MD, Interim Senior Associate Dean for Medical Education in the Office of Medical Education.



SECTION III



Student Conduct and Responsibilities

Equal Opportunity and Affirmative Action

Association with the Geisel School of Medicine involves participation in a free and open community where all students are recognized and rewarded on the basis of individual performance, rather than on any particular personal convictions or preferences.

Notice of Nondiscrimination

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.

Note: Any reference to Nondiscrimination must be directed to <http://www.dartmouth.edu/sexualrespect/policies/nondiscrimination.html>

Or visit the [Bias Incident Reporting](#) page.

Title VI of the Civil Rights Acts of 1964 Policy

As amended, Geisel prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance.

The members of the medical profession must act in an appropriate way to monitor and maintain the integrity of the standards of the profession. The policy and procedure section of the Standard of Conduct for the Teacher–Learner Relationship below outlines the reporting procedures for potential teacher-learner violations of the standards of the profession, as well as reporting procedures for the student to report staff and administrator behavior that is inconsistent with the standards. If the student does not know who the appropriate person to contact is, please contact Dr. Greg Ogrinc or Dr. John Dick.

The medical school will apply sanctions or take other appropriate action when student conduct fails to meet the academic and professional standards of the school; or when student conduct interferes with the responsibilities of the school to provide all medical students with equal opportunity for learning, to protect the health and safety of persons in the community, to maintain and protect property and to keep adequate records.

Policy on Standards of Conduct for the Teacher-Learner Relationship

Philosophy

The Geisel School of Medicine at Dartmouth is committed to fostering an atmosphere that promotes professional and academic success in learners and teachers at all levels. This policy applies to medical education involving our students at all affiliated sites. Geisel supports the Achieving Community Together (ACT) program from our parent institution, Dartmouth College. The standards of conduct for the teacher-learner relationship are based on the principles of ACT.

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

Conduct outside of a respectful relationship (including discrimination, harassment, and abuse) between teacher-learner, staff-learner, and learner-learner, or other forms of harassment, abuse, or discrimination are all in violation of the spirit of ACT. There are many types of harassment, abuse, and discrimination; these include, but are not limited to, emotional, physical, institutional, and sexual.

Geisel also endorses the *Dartmouth-Hitchcock Medical Center (DHMC) [Code of Ethical Conduct](#)*

This Code of Conduct applies to all individuals who work at, study at, or are affiliated with DHMC (including its volunteers, agents, consultants, and vendors), medical students, and nursing and other allied health students who work or study at DHMC. This Code of Conduct is consistent with the spirit of the Dartmouth College Achieving Community Together (ACT) program and documents.

Academic and Personal Conduct

Professionalism is a cornerstone competency of medical education at the Geisel School of Medicine at Dartmouth. Geisel seeks to promote respect, support integrity, and provide an appreciation for diversity through the variety of student service projects, activities, and events that are offered to our community of learners.

The members of the medical profession must act in an appropriate way to monitor and maintain the integrity of the standards of the profession. Students who observe others, including staff, faculty, or students, behaving in a manner not appropriate to these standards should report this behavior to the appropriate person or committee. Our faculty and staff should serve as role models for students.

Policy and Procedures for Reporting

A. *Inappropriate treatment of students by faculty members* (See separate policies for resident or non-faculty mistreatment reports and for reports regarding poor role modeling in sections B, C and D below.)

Any student who feels he/she has witnessed or has been subjected to conduct outside of a respectful faculty/learner relationship including discrimination, harassment, or abuse is encouraged to discuss or report the alleged violation with the Geisel Ombudsperson or their advisor.

Information regarding reports to the above listed individuals for the Geisel Teacher-Learner Policy

Although incidents may be reported at any time and there is no expiration time to report or discuss an incident, learners are encouraged to report a situation promptly.

If the learner determines, after conversation with an individual listed above, that the reported behavior constitutes a possible violation of the Dartmouth College non-discrimination policy, the faculty member receiving the report will work in consultation with the Geisel Dean's Office and the Director for Equal Opportunity and Affirmative Action in the Office of Institutional Diversity and Equity to determine the appropriate process. If the reported incident involves a mandatory report to legal authorities, such as hate crimes, sexual assault, or incidents involving weapons, the above faculty will work with the Dean's Office to meet all legal obligations. If the individuals listed in Section A are concerned that there may be a violation of the non-discrimination policy of Dartmouth College, then they should consult with IDE (see college website for [college non-discrimination policy](#)).

In situations where there is an alleged lack of respect in a teacher-learner or staff-learner relationship, or an incident has occurred but the reporter does not believe it rises to the level of discrimination or a crime, possible options/actions to address the issue will be discussed with the student.

Students will be strongly encouraged by the individuals listed above to either speak to the ombudsperson or to give permission to the faculty member above to relay the incident to the ombudsperson. Any information shared will be done without identifying information that could implicate the specific student involved in the complaint. This procedure of reporting incidents to the ombudsperson allows Geisel to have one repository of reports so that the ombudsperson can identify faculty who are reported on multiple occasions.

What does the ombudsperson do with a report?

If the ombudsperson receives a report that he/she judges to be mistreatment or that demonstrates a disrespectful faculty/learner relationship and the student would like the implicated faculty/staff member approached, the ombudsperson will contact a faculty liaison from the Dean's office. These faculty liaisons are respected faculty members from various basic science and clinical departments appointed by the Dean.

The faculty liaison from the Dean's office will discuss the report with the faculty member in a nonjudgmental, non-punitive manner. It is a non-confrontational conversation; it does not assign blame or judge who is right or wrong and can be thought of as a friendly "heads-up". It is recognized that the student report may represent anything from a misperception, an isolated one-time incident that is out of character for a faculty member, or, rarely, a first report of a pattern of behavior that is misaligned with the institutional values. For example, the conversation between the Dean's liaison and the implicated faculty might be, "A student felt that you were disrespectful and belittled him in front of patients. This may or may not have

happened, but please reflect upon your interactions with students.” This type of intervention procedure has been successful in other medical settings.

If, after the initial intervention, the implicated faculty member is named again by another student and the report is judged to represent mistreatment by the ombudsperson, the Dean’s liaison, ombudsperson, or the Dean of Student Affairs and Services (who serves as the ombudsperson’s advisor) will notify the department chair and Geisel’s Dean and name the implicated individual.

In a situation where a faculty member reports an incident he/she witnessed without a student complaint, these reports will be forwarded confidentially to the Senior Associate Dean for Faculty Affairs.

The Geisel policy also notes the following regarding learners who discuss or report an incident outside of a respectful faculty/staff-learner relationship.

1. Confidentiality will be protected to the extent possible under law. Certain incidents may require notification of the Department of Safety and Security (DOSS) or the Hanover Police Department (e.g., hate crimes, sexual assault, or if a gun or other lethal weapon is involved).
2. Complaints will be addressed in a timely manner and options shared. Safety will be a first priority.
3. Learners will be assured that complaints can be reported and investigated without fear of retaliation. Reporting is always an option available to the learner.

B. Reports of resident/fellow or staff conduct that is outside of a respectful teacher-learner relationship with the student

The student has the same two options detailed in Section C, “Inappropriate treatment of patients”, below.

1. Report the incident to the ombudsperson who will relay it to the appropriate institutional department or program.
2. For incidents that occurred at DHMC, call the anonymous Compliance Helpline: (888) 422-2084.

C. Inappropriate treatment of patients

Clearly, behavior that is disrespectful of patients is unacceptable and does not maintain the integrity of the standards of the medical profession. These and other disruptive behaviors also foster medical errors and contribute to preventable adverse patient outcomes. All of the Geisel community is encouraged to report behaviors that appear to mistreat or be disrespectful of patients or that are disruptive; these are counter to our core values.

Students have two options to report these incidents:

1. Students may utilize the ombudsperson, who will relay the information to the appropriate institutional department or program. (For example if the report involves DHMC house staff or employees, this would be the DHMC compliance program that addresses disruptive behavior of DHMC employees.) The student would let the ombudsperson know his/her comfort with regard to timing of the report. The relayed information may be de-identified and timed per the request of the student.
2. If the incident occurred at DHMC the student may choose to report the incident directly by calling the DHMC toll-free Compliance Helpline at (888) 422-2084. This number is staffed 24 hours a day, seven days a week.

Information about the Compliance Helpline

Any concern or issue that is reported via the Compliance Helpline will be thoroughly investigated. You can remain anonymous or choose to disclose your identity. Calls are not recorded or traced. The caller (if he or she wants to give contact information) will receive a follow-up report once the investigation is complete. Anyone who calls the Helpline may do so with assurance that there will be no retaliation for reporting the concern. Your call will be handled in a professional and confidential manner.

What happens when you call the Compliance Helpline?

You will be transferred to a live operator who works for a third-party vendor, Global Compliance. The operator will ask a series of questions that are optional for you to answer. You can give as much detail as you feel comfortable in sharing.

Examples of questions are below:

- Are you a first-time caller?
- How did you become aware of the Helpline?
- Do you want to give your name and contact information?
- Please describe the issue or incident.
- If you feel comfortable, please give names of those involved.
- Where was the location of the incident or issue?
- Did you report this to anyone in management?

D. Inappropriate role modeling by faculty, staff, administrators or other employees

1. The student is encouraged to report incidents of inappropriate role modeling to any of the individuals identified in Section A, “Inappropriate treatment of students by faculty members” at the beginning of this section, and the procedures included in that section will be followed.
2. Students may utilize the ombudsperson, who will relay the information to the appropriate institutional department or program. For example, if the report involves a DHMC employee, this would be reported to the DHMC office that addresses disruptive behavior of DHMC employees. The student would let the ombudsperson know his/her level of comfort with regard to the timing of the report. The relayed information may be de-identified and timed per the request of the student.

2. If the incident occurred at DHMC, the student may choose to report the incident directly by calling the DHMC toll-free Compliance Helpline at (888) 422-2084. This number is staffed 24 hours a day, seven days a week.

The Student Honor Code

The Student Honor Code, a code encompassing professional conduct & academic integrity, is an individual and collective responsibility of students and faculty working together to maintain honorable conduct and professional behavior. The students of Geisel feel strongly that professionalism and academic integrity are cornerstones of the continuous development of successful and responsible physicians.

This Student Honor Code document has been developed by the student Geisel School of Medicine Honor Code Committee. In 2012-2013, this code was modernized by students to reflect the values and beliefs of Geisel students as they relate to professionalism in medicine. The product of the effort is this student-produced document outlining the roles and responsibilities of students as they relate to professionalism and integrity in medicine.

As a component of this effort, Geisel students identified the following six traits as most representative of professional behavior in both the classroom and the clinical environment:



With these traits in mind, Geisel students are empowered and expected by the student Honor Code Committee to uphold the Honor Code as outlined below. This code is central to the culture of the Geisel School of Medicine at Dartmouth.

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A. Student responsibilities

A student will:

Act in a manner that encourages a respectful and collaborative environment of mutual trust. Students are expected to demonstrate professional behavior both inside and outside the classroom and in the clinical environment. This includes the following expectations identified by the student Honor Code Committee:

- Actively uphold the spirit and letter of the Honor Code and be familiar with its policies.
- Participate in the enforcement of this code when appropriate to do so.
- Take appropriate action if he/she believes a breach of the Student Honor Code has occurred as outlined in this policy.

- Conduct themselves online as they would in person. The responsibility to maintain a professional image online lies with the student.

A student should not:

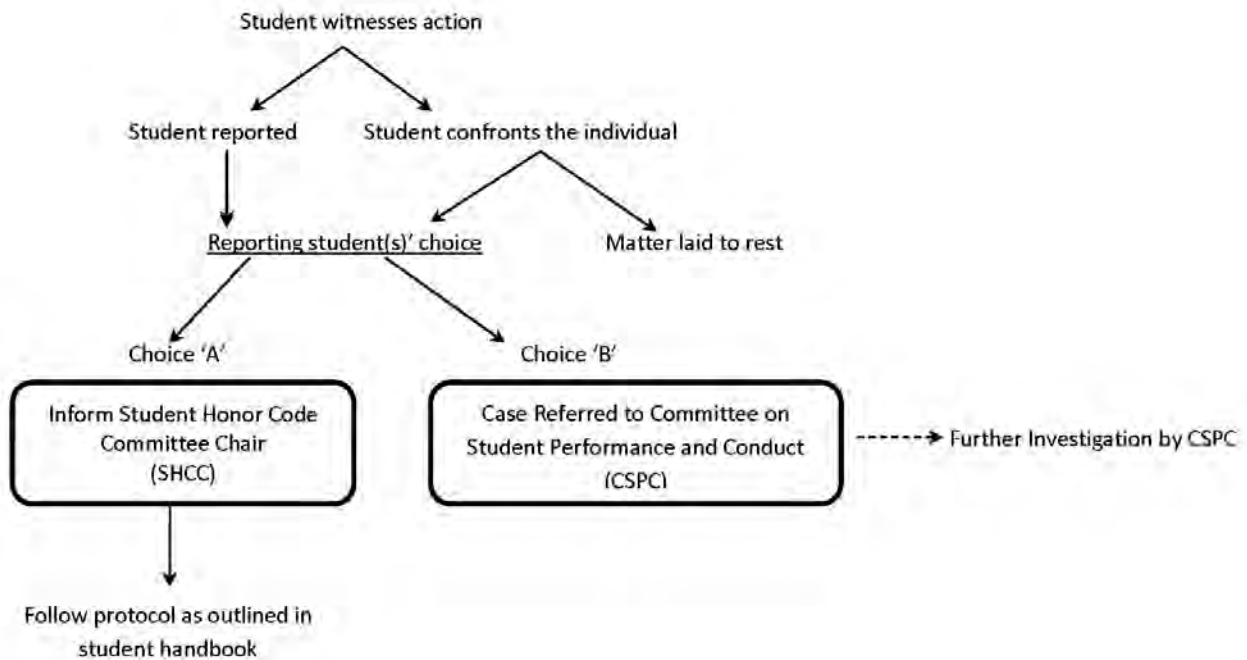
- Violate the principles of this Honor Code.
- Give or receive prohibited aid in tests or assignments.
- Plagiarize.
- Falsify any clinical report or experimental results.
- Infringe upon the rights of other students' access to College facilities.
- Violate the code of ethics for use of the Dartmouth computing system, the Dartmouth-Hitchcock Medical Center electronic medical record (EMR) information systems (i.e., "eDH"), or any other EMR system at any clinical site.

B. Procedures for Reporting Suspected Infractions of the Code

1. If a student witnesses an action that appears to be in violation of any component of the Code, he/she should confront the individual(s) to determine whether a breach of the Honor Code has occurred. If he/she is satisfied that no act of dishonesty occurred, the matter can be laid to rest.

If the student chooses not to confront the individual(s) or is not satisfied with the result, he or she must contact the Student Honor Code Committee (SHCC) Chairperson/s or the Committee on Student Performance and Conduct (CSPC) Chairperson. Failure to make a report, when indicated, to the SHCC or CSPC represents a breach of the Student Honor Code. If a student has a question about whether an infraction has occurred, he or she may consult the SHCC or CSPC Chairperson(s).

The following schematic outline illustrates the reporting process. (There is also an option for faculty members to request review from the SHCC; see the Deans Charge to the CSPC)



The SHCC Chairperson/s shall inform the accused student(s) that the issue is being brought to the Committee. The accused student(s) has the right to know his/her accuser.

2. Although reporting should normally be done through the standard channels such as those described above, Dartmouth has also contracted with EthicsPoint (<http://www.dartmouth.edu/~rmi/>) an independent third party as an additional option for concerns. This web-based service supplements existing offices on campus that help register concerns, including such issues as academic and research misconduct, child abuse, financial misconduct, sexual assault or abuse, or confidentiality concerns. Students may find it helpful to discuss standard options for reporting with the Honor Code chair before considering utilizing this supplemental option.
3. If a student accused by a fellow student refuses to participate in the SHCC investigation, the chairperson shall submit all known information to the chair of the CSPC.

C. Honor Code Chair responsibilities:

1. Maintain the utmost confidentiality of any persons or issues brought to his/her attention.
2. Inform the President of Student Government if the Student Honor Code Committee (SHCC) is to be convened.

3. There may be years when two students are elected as co-chairs and will share the responsibilities of the Chair.
4. Maintain a SHCC folder that will include, at minimum:
 - a) Current Honor Code policies and procedures;
 - b) Current rosters of each Geisel class enrolled;
 - c) A record of past proceedings;
 - d) A record of findings and disposition of minutes in past proceedings; and
 - e) Actual minutes to be kept on file with clear disposition, dates, and instructions for future Honor Committee Chair/s

Note: file contents regarding proceedings will be destroyed upon each implicated student's graduation.

5. Prior to a SHCC meeting being convened, the SHCC Chairperson(s) will discuss the matter under consideration in a de-identified manner, (i.e., no names of students or faculty are included in this discussion) with the chair of the CSPC to ensure that the matter is within jurisdiction of the SHCC and does not need to be turned over to the CSPC. Matters outside the jurisdiction of the SHCC would include, but are not limited to, hate crimes, illegal activities including sexual abuse and use of weapons, or matters potentially placing fellow students or patients at risk. If the matter is within the jurisdiction of the SHCC the following will occur:
 - a) The accuracy of student rosters will be verified with the Registrar.
 - b) A total of six students will be assembled to form the SHCC. Of these six student body members, three will be selected at random by the SHCC Chairperson(s) and three by the implicated student. The chairperson(s) will attempt, if possible, to select no more than one student from each Geisel class. The implicated student can exclude any individuals on the selected student panel to avoid any personal or professional conflicts by contacting the chairperson/s. In this circumstance, the chairperson(s) will randomly select another student as a replacement. The implicated student may waive his/her right to select student members in the assembly of the SHCC, in which case all members will be selected by the SHCC Chairperson(s).
 - c) The implicated student will be invited to the proceedings. Other students and faculty members may not be present for the SHCC proceedings, unless their presence is specifically requested by the implicated student or SHCC Chairperson(s).
 - d) All involved will be notified, in person, in writing, or by phone or secure email, of their participation and particulars of the proceedings (i.e., date, location, time frame); the implicated student(s) name should not be included in this notification.
 - e) All involved will be informed of the strict confidentiality of the proceedings.
 - f) A private location for the proceedings will be determined.

6. Student Honor Code Committee Chairperson Responsibilities in the proceedings are to:
 - a) Convene and facilitate the hearing and deliberations;
 - b) Ensure that minutes are taken and verify accuracy upon completion of deliberations;
 - c) Ensure that minutes are handled as described in item 4;
 - d) Ensure that minutes are collected and secured in the SHCC folder for pending action by the CSPC for determination of an actual infraction;
 - e) Cast the deciding vote in the event that a majority decision cannot be reached by the six-member SHCC regarding whether or not an infraction may have occurred.
 - f) Contact the CSPC chair as described in section D, “General Procedures”, below.
 - g) Annotate in writing to the Student Government President the final outcome (with no identification of the student in this document) and post this document in the SHCC folder which is maintained and accessed only by the SHCC Chairperson(s).
7. The incumbent SHCC Chairperson(s) is responsible for briefing the incoming Chairperson(s) at the end of the school year and for turning over an updated and accurate Student Honor Code folder.

D. General Procedures

1. Student allegations of infractions of the Student Honor Code will be investigated by the SHCC, which is comprised of six students. After all allegations have been thoroughly investigated, the Committee may decide that:
 - a. No infraction has occurred.
 - b. An infraction may have occurred.
2. When the SHCC decides that no infraction has occurred, the SHCC Chair(s) will submit a short de-identified summary to the Chair of the CSPC (no names of students or faculty are included in this report) for a final approval of dismissal and discuss if requested the de-identified situation with the CSPC chair. In rare, complex situations the CSPC Chair may ask the SHCC Chairperson(s) to present their de-identified conclusion to the CSPC, or a subcommittee of the CSPC, to aid in the decision. The CSPC chair may also request input regarding whether the case should be dismissed or reviewed by the CSPC from a subcommittee of the CSPC or the full CSPC based solely on the de-identified information provided by the SHCC chairperson/s.

- a. If the CSPC chair or subcommittee or full committee agrees the case should be dismissed, then the SHCC chair will follow the SHCC chair responsibilities as described above.
 - b. If the chair of the CSPC/CSPC subcommittee/ CSPC does not agree that the case should be dismissed and then the case must be referred to the full CSPC and the names of the involved student/s will then be shared with the CSPC for their review.
3. When the SHCC concludes that a possible infraction has occurred, the case will be referred to the CSPC Chairperson for CSPC review.

E. Procedures for Selection of the SHCC Chairperson(s)

At the end of each academic year, the Student Government shall select from among its members a SHCC Chairperson or Chairpersons. This person shall select and convene all SHCC meetings over the summer and throughout the academic year. In the case that a SHCC chairperson is unavailable, the Student Government President will act in his/her place (or the Student Government Vice President if the President is unavailable).

Personal Conduct

Professionalism is one of Geisel's core competencies required of all medical students and physicians. Each student is expected to display the highest level of professional conduct at all times, and to follow the personal conduct guidelines described below (in addition to the DHMC Code of Professional Conduct that covers everyone at DHMC). Sanctions include, but are not limited to counseling, letters of concern, and suspension or separation, and may result from violation of any of the following regulations:

1. Each student is expected to exercise honesty and integrity in the performance of academic assignments, both in and outside the classroom. This Honor Code depends on the willingness of the students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each student accepts the responsibility not only to be honorable in his/her own academic affairs, but also to support the code as it applies to others. No student shall cheat, plagiarize or otherwise act dishonestly in the performance of academic work. (This includes material used in patient work-ups or admission notes.) Any student witnessing a student violation of this kind is obligated to report this violation to either the CSPC or the Student Honor Committee.
2. No student shall furnish false information to the medical school with intent to deceive.
3. No student shall forge, alter or misuse any medical school documents and records.
4. No student shall conduct himself or herself in a manner which fails to meet the standards of the medical profession or which interferes with the educational process.
5. All clinical facilities associated with the Geisel School of Medicine are primarily locations for the delivery of patient care services. Medical students are expected to conduct themselves in a courteous and professional manner at all times.

6. All medical students entering a patient care area of a clinical facility are expected to wear an identification tag showing the name of the student and the Geisel School of Medicine (Geisel). Students should be introduced to patients and staff as medical students. The only exception is when a student is visiting a patient as a visitor during regular visiting hours.
7. Medical students are permitted in patient care areas only under the supervision of a faculty member of the Geisel School of Medicine and/or as part of a required or approved elective academic experience.
8. Medical students are permitted access to a patient's record only on a need-to-know basis and under the supervision of a physician or staff preceptor in clinical facility or as part of an approved special assignment.
9. No medical student should participate in discussions about specific patients in public areas such as elevators, waiting areas, lobbies, gift shops, etc. Such discussions are to be considered privileged information.

In addition, students are expected to avoid situations that may result in unintentional breaches of confidentiality. Examples of unintentional breaches of confidentiality are:

- Discussing patients with their spouse or companion;
- Discussing patients by name (or in a way in which the patient can be identified) in elevators, halls, the cafeterias, or at social events where others may overhear;
- Discussing patients in an identifiable way with persons, including medical center personnel, who do not have a need to know about the case;
- Telling people outside the medical center about a patient in an identifiable way, whether or not you think the person may be able to identify the patient;
- Being careless about schedules or lists, such as provider schedules and conference lists, containing names or patient-identifiable information. Such documents should be disposed of properly;
- Removing patient-identifiable information, whether recorded on paper or electronically, from patient care areas.

10. Medical students on clinical clerkships and electives have access to patient care areas and other areas defined for interns and residents. This includes on-call rooms in which students on-call overnight may sleep.

On-Call Room Guidelines: Rules concerning proper use of on-call rooms on the 5th floor of DHMC were established by the Geisel Student Government. On-call rooms are for medical students who are on-call. Improper use of on-call rooms is not acceptable. Students who violate these rules will be subject to disciplinary action.

The guidelines are as follows:

- a. Only Geisel medical students are allowed in the on-call rooms. No more than one person per room.
- b. Sign your name on the white board in hallway indicating what room you plan to occupy.
- c. Do not leave medical refuse (alcohol wipes, syringes, etc.) in rooms.
- d. No food or drink in the rooms.
- e. Be considerate and respectful of others.

- f. Students who are post-call may use an on-call room for a nap prior to driving home if they feel too tired to drive safely.

Daily On-Call Room Schedule at DHMC

1:00 p.m.: On-Call Sign-Up Begins

Sign-up for a room on the board in the On-Call area hallway.

1:00 p.m. – 3:00 p.m.: Daily room check and cleaning: you must vacate your room, with your belongings, at that time.

Suggestion: place your belongings in your Student Lounge locker until the room check is complete.

3:00 p.m. – 12:45 p.m. next day:

On-Call Room is available. You may occupy your room during this time.

Rooms that are vacant (not signed for on the board) will be locked by Housekeeping.

11. While on clinical clerkships and electives medical students must be dressed in a neat, professional manner when in any patient care areas or performing their official duties. Specific expectations regarding dress will be set by individual clerkships and courses.
12. Students are expected to treat patients with the utmost dignity, courtesy, and respect at all times.
13. While on clinical clerkships and electives, medical students may be permitted to write medical orders for specific patients. All such orders must be reviewed, approved, and countersigned by a resident or staff physician before the orders are acted upon.
14. Medical students are permitted in clinical laboratories as part of regular academic experiences.
15. Medical students must keep their hospital computer system passwords confidential.
16. No student shall misappropriate or maliciously destroy, damage, or misuse personal property of institutions providing facilities for medical students.
17. No student shall misuse or abuse the institutional electronic mail system privileges.
18. No student shall commit acts that would constitute a violation of the laws of the jurisdiction in which the acts were committed, or a violation of a Dartmouth College policy or regulation.

Guiding Growth in Professionalism at Geisel School of Medicine

Faculty and administrators at the Geisel School of Medicine strive to help our students become compassionate and honest physicians who put the interests of their patients first. Perhaps the best word to describe these and other important physician attributes is “professionalism.” *Society expects our faculty to create and promote an atmosphere of mutual respect, integrity and professional standards.* Our faculty has an obligation to set the highest standards of professional conduct for all of our students. They are eager to support students in the spirit of teamwork and

in training outstanding medical professionals in the Geisel tradition.

Sometimes our faculty has to rectify lapses in professional conduct even when it is not the easiest thing to do. If we are uncomfortable with a student's behavior we will try to work it out (address the issue) with them first. We cannot tolerate behavior that is not professional.

To guide growth in professional behavior in our students at the Geisel School of Medicine we have instituted the following process:

1. Concerns about lapses in professional student conduct: If a faculty member or administrator observes a student behaving in an unprofessional manner, that faculty member or administrator has an obligation to discuss the situation with the student in a timely fashion and to counsel that student on proper behavior. For important, but relatively minor issues (such as speaking about a patient in a public elevator, or making disparaging remarks about a patient during rounds), a simple conversation is usually enough to change such behavior.
2. Concerns about more severe, or repeated, lapses in professional student conduct: Sometimes unprofessional conduct is repeated, or is more severe in nature, such as providing false information about an elective to the Registrar or verbally abusing a nurse. In such a situation, counseling by a faculty member or administrator is still recommended, yet this situation may need to be supplemented with a written Professionalism Lapse Form / Letter of Concern about the student's conduct. Such a letter would serve as a warning to the student that further episodes of similar or other unprofessional behavior are not acceptable at our medical school. One copy of the Professionalism Lapse Form / Letter of Concern would remain on file in the student's permanent academic file in the Registrar's Office, and another copy would remain on file with the Chair of the Committee on Student Performance and Conduct (CSPC). These first letters of concern would not lead to any specific follow-up action unless a pattern of unprofessional conduct was to become evident. Should such a pattern develop with the accumulation of multiple Professionalism Lapse Forms /Letters of Concern in a student's folder, then three related actions must occur.
 - a) The Senior Associate Dean for Medical Education would be notified, and would meet with the student to discuss these reports of unprofessional conduct.
 - b) The Chairperson of the CSPC would need to decide together with the Senior Associate Dean whether to launch a formal inquiry into that student's conduct.
 - c) The Assistant Dean for Clinical Education (Residency Advising) would need to refer to this pattern of conduct in the MSPE if it is found to represent a pattern of recurrent unprofessional behavior. It is our hope that such responses would rarely be needed.
3. Concerns about Seriously Unprofessional Student Conduct: For more severe episodes of student misconduct (such as apparent plagiarism, cheating on an exam, filing a false transcript, etc.), the faculty member or administrator who notices such behavior should discuss it directly with the student. A formal complaint should be filed with the Chair of the CSPC (as is current policy), thereby initiating a specific and formal process of inquiry as described in the guidelines for the CSPC itself. Faculty may also request an issue to be heard by the Student Honor Code Committee by discussing the matter with the CSPC Chairperson. This option is covered in the Deans Charge to the CSPC. If the CSPC

ultimately decides to suspend or separate a student, these actions are noted on the official school transcript; letters from the Committee to a student become part of the official academic file maintained by the Registrar.

The role of faculty and administrators in this area is to model professional behavior for our students; to praise and support professional conduct by students when it is observed; and to provide immediate and direct constructive feedback to those students whose behavior has lapsed in professionalism. We anticipate that Professionalism Lapse Forms / Letters of Concern will be written infrequently, and will serve in most cases only as “internal documents” without wider circulation or action. We hope that repeated episodes of misconduct, or single episodes of serious misconduct, will be very rare events indeed.

It is up to each of us, regardless of our level of training, to remind each other what being a physician represents.

Dartmouth College Hazing Policy

The following link <http://www.dartmouth.edu/~deancoll/student-handbook/hazing.html> defines accomplice and group hazing, hazing education and prevention, and outlines how to report hazing. The Dartmouth community's continued commitment to building a culture of mutual respect and individual responsibility will provide students a safe learning environment in which they can reach their full potential. Please review the policy carefully to fully understand and ultimately support each other in our community. The importance of this policy should especially be taken into consideration during contacts with undergraduate students.

Use of Alcohol

All students should be aware of the Dartmouth College student policy on alcohol and of the liquor laws of the State of New Hampshire. The complete version of the policy may be found in the Dartmouth College Policies and Regulation for Graduate and Professional Students, as well as under the Geisel Student Government Party Guidelines. This policy can also be found on the Dartmouth College website at:

<http://graduate.dartmouth.edu/studentlife/handbook20102.pdf>

Sexual Abuse

Students and recognized organizations are prohibited from engaging in sexual abuse of any kind. The wide spectrum of behaviors encompassed by this regulation calls for a variety of sanctions. The most egregious behaviors encompassed by this regulation, and cases of repeated violations, will incur the most serious sanctions the College can impose, up to and including separation.

Sexual abuse includes, but is not limited to:

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

Some examples of sexual abuse may be:

- Two students had been flirting with one another earlier in the evening. One of the students misinterprets responses from the other student and forces sexual intimacy, ignoring requests that it stop.
- During the course of an evening, a couple is initially comfortable with sexual contact, but then one says the intimacy has gone too far and asks for it to stop, while the other continues the sexual contact despite those objections.
- A student feels justified in forcing a partner to have sex because the couple has had a previous sexual relationship.
- A student says “no” quietly or timidly, yet another student continues to proceed with sexual advances.
- Any inappropriate or non-consensual contact such as pinching a person's buttocks.

Discussion of Consent

Intimate sexual activity requires consent. As stated in the policy above, an individual may be unable to give consent “because of physical or mental incapacitation by reason of drug or alcohol consumption, sleep, or unconsciousness.” In adjudicating alleged violations of the sexual abuse standard, Dartmouth's [“Committee on Standards”](#) will be informed by its judgment as to whether a reasonable person should have known the alleged victim was unable to consent because of these circumstances. Consent to sexual activity may be communicated in a variety of ways, both verbal and non-verbal. One should presume there is no consent in the absence of a clear, positive indication of consent. Verbal communication prior to engaging in sexual activity certainly can help to clarify for the individuals involved whether or not there is consent.

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

Frequently, students express confusion about the concept of consent, what it looks like and what it sounds like. There's a great deal of misunderstanding and differently held beliefs about what is meant by a gesture, a word, a sigh — even between long-time friends or sexual partners. People

who have been intimate in the past may mistakenly assume that the same forms of intimacy will always be welcome in the future. The use of alcohol or other drugs can cloud people's understanding of whether consent has been given (or even sought). Consent and non-consent come in many forms, and it is important for all sexually active persons to seek clarity and mutuality with regard to the consensual nature of their sexual activity. It is also important to recognize that, however potentially awkward, talking about your own and your partner's sexual desires, needs, and limitations is a basis for a positive relationship.

New Hampshire Law

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

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

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

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

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

- causes serious personal injury to the victim;
- engages in sexual penetration with the person between the ages of 13 and 16, where the age difference is three years or more;
- engages in sexual contact with a person under the age of 13;

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

Title IX - Unified Disciplinary Procedures for Sexual Assault by Students and Student Organizations ¹

I. Introduction; Statement of Policy.

Dartmouth College ("Dartmouth" or "the College") is firmly committed to maintaining an educational environment in which sexual and gender-based harassment and Sexual Assault (collectively, "sexual misconduct") are not tolerated, and in which persons reporting sexual misconduct are provided support and avenues of redress. When sexual misconduct is brought to the attention of the school, Dartmouth will take prompt and appropriate action to end the misconduct, prevent its recurrence, and address its effects.

In accordance with Title IX of the Education Amendments of 1972 (Title IX)², the federal law that prohibits discrimination on the basis of sex in federally funded educational programs and activities, this policy is designed to provide for the prompt, effective, fair, and impartial investigation and resolution of complaints against Dartmouth Students and Student Organizations (as defined below) of Sexual Assault; Aiding, Abetting, or Inciting Sexual Assault; and Retaliation. Procedures for the investigation and resolution of complaints of sexual and gender-based harassment, domestic violence, dating violence, and stalking against Students are addressed in the standards of conduct and disciplinary procedures for undergraduate students and graduate and professional students.

Students who engage in Sexual Assault; Aiding, Abetting, or Inciting Sexual Assault; or Retaliation (as defined below) are subject to disciplinary action up to and including permanent separation (i.e., expulsion). Retaliation constitutes an independent violation of this policy whether or not the underlying complaint of Sexual Assault or of Aiding, Abetting, or Inciting Sexual Assault is ultimately found to have merit.

As with other types of misconduct, student organizations may be held responsible for misconduct under this policy if the conditions for collective responsibility under the College's Group Accountability Statement are present.³

This policy will apply to all complaints of conduct regulated by this policy made by students, faculty, staff, or third parties, and will take precedence over any other Dartmouth policies and procedures with respect to such complaints.⁴

This policy and its procedures supplement, and do not replace, the criminal justice system. Furthermore, pursuant to a Memorandum of Understanding between the College and the Hanover Police Department, the College is required to report to the police department certain alleged crimes, including sexual assault. If the victim wishes to remain anonymous, their name and identifying information will be withheld from the information provided to the police department. All persons have the right to pursue Sexual Assault complaints beyond the College, and are encouraged to use law enforcement agencies, including the Hanover Police Department as applicable, regardless of whether they choose to pursue recourse through this policy.

Footnotes:

1. Applicable to conduct occurring after June 18, 2014.
2. 20 U.S.C. §1681 et seq.
3. <https://www.dartmouth.edu/~uja/account.html>
4. Complaints of sexual misconduct against faculty members are governed by the policies administered by the Office of Institutional Diversity and Equity <http://www.dartmouth.edu/~ide/policies/> and the Agreement Concerning Academic Freedom, Tenure, and Responsibility of Faculty Members. <http://www.dartmouth.edu/~dof/pdfs/ofdc.pdf> Complaints of sexual misconduct against staff members and third parties are governed by the policies administered by the Office of Institutional Diversity and Equity <http://www.dartmouth.edu/~ide/policies/> and the Office of Human Resources http://www.dartmouth.edu/~hrs/pdfs/Sexual_Harassment.pdf

The full Dartmouth College Title IX procedures for sexual assault can be found at the following link:
www.dartmouth.edu/~deancoll/pdfs/unifieddisciplinaryproceduresforsexualssault.pdf

Geisel Student Disciplinary Procedures for Sexual Harassment, Domestic Violence, Dating Violence and Stalking

Introduction and Statement of Policy

At Dartmouth and at Geisel, we value integrity, responsibility, and respect for the rights and interests of others, all central to the Dartmouth's *Principle of Community*. We are dedicated to establishing and maintaining a safe and inclusive campus where all have equal access to the educational and employment opportunities the College offers. We strive to promote an environment of sexual respect, safety, and well-being. In its policies and standards, the College demonstrates unequivocally that sexual assault, sexual or gender-based harassment, domestic violence, dating violence, and stalking are not tolerated in our community.

Please review the links below for our policies and procedures concerning sex discrimination and sexual misconduct, including sexual assault, sexual or gender-based harassment, domestic violence, dating violence, and stalking:

Unified Sexual Assault Disciplinary Procedures for Students

<http://www.dartmouth.edu/sexualrespect/policies/unified-sexual-assault-policy.html>

Geisel Disciplinary Procedures for Sexual Harassment, Domestic Violence, Dating Violence, and Stalking

<http://www.dartmouth.edu/sexualrespect/policies/geisel-sexual-harassment-procedure.html>

The Title IX Coordinator

Heather Lindkvist, the College's Title IX Coordinator, responds to and addresses all disclosures involving sex discrimination and sexual misconduct. Any student, faculty or staff member, or participant in any Dartmouth-sponsored activity who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of the Title IX Coordinator. Contact the Title IX Coordinator to

- Get information about resources (private and confidential); remedies-based measures; and options for investigation and resolution under College policies;
- Share a disclosure, file a complaint, or make a report of sex discrimination or sexual misconduct, including sexual assault and gender-based harassment as well as domestic violence, dating violence, and stalking;
- Seek assistance regarding how to respond appropriately to a disclosure of sex discrimination or sexual misconduct; and
- Ask questions about the College's policies and procedures related to sexual assault, sexual or gender-based harassment, domestic violence, dating violence, and stalking.

Contact

[Heather L. Lindkvist](#)

Title IX Coordinator & Clery Act Compliance Officer

009 Parkhurst Hall

Phone: [\(603\) 646-0922](tel:(603)646-0922)

Email: Heather.L.Lindkvist@dartmouth.edu

An individual can also report to the Department of Safety and Security or a Deputy Title IX Coordinator. If the report is received by the Department of Safety and Security or a Deputy Title IX Coordinator, they will promptly notify the Title IX Coordinator.

Leslie Henderson has been designated as the Deputy Title IX Coordinator for the Geisel School of Medicine. She can receive complaints involving sex discrimination or sexual misconduct involving Geisel students, faculty, and staff with resources and information She shares all disclosures with the Title IX Coordinator.

Leslie P. Henderson, PhD

Senior Associate Dean for Faculty Affairs Associate Dean for Diversity

Professor of Physiology and Neurobiology

Deputy Title IX Coordinator

Geisel School of Medicine

Hanover, NH 03755

Phone: [603-650-1751](tel:603-650-1751)

Email: Leslie.P.Henderson@Dartmouth.edu

For additional information on how to report an incident to the College or law enforcement, see: <http://www.dartmouth.edu/sexualrespect/report/index.html>

Consensual Relationships <http://www.dartmouth.edu/sexualrespect/policies/consensual-relationships-policy.html>

Note: Violations of the Consensual Relationships policy are reported to the Title IX Coordinator.

I want help! <http://www.dartmouth.edu/sexualrespect/help/> .

Note: The Sexual Assault Awareness Program no longer exists.

Charge to the Committee on Student Performance and Conduct

I. Name and purpose

This standing committee of the faculty shall be called the Committee on Student Performance and Conduct (CSPC).

Society in general, and the faculty of our School, expects our students to graduate only after having demonstrated high standards of academic performance, personal integrity, and ethics, consistent with becoming fine physicians. The CSPC is the committee of the faculty established to monitor student progress in both areas—academic performance and conduct.

If the Committee becomes aware of the possibility that a student's academic performance or conduct may not be meeting these high standards, then it is the Committee's responsibility to look into each situation. When minor lapses of performance or conduct have occurred, then the Committee will work with each student to develop a plan to remedy such lapses.

If the Committee becomes aware of evidence that a student's academic performance or conduct is seriously deficient, or has not responded to efforts to remedy a lapse, then the Committee is charged with determining whether more serious steps, up to and including suspension or separation of the student, might be necessary.

The CSPC will meet as often as necessary to carry out these missions, most likely 18-24 scheduled meetings per academic year, with other meetings added as needed.

II. Composition

The Committee shall consist of several groups of voting members and non-voting members.

Voting members:

Nine voting members shall be selected by the Faculty Council according to the policies and procedures of the Council, from a list of candidates nominated by basic science and clinical science department chairs and by the faculty at large, in consultation with the CSPC Chair. These nominees cannot have had a major role in assigning final grades to students for at least the preceding four years and shall not be functioning in any formal mentoring or advising role for medical students. An attempt will be made to maintain an approximate balance of members from basic and clinical departments. Each member will be appointed to a 4-year term. Typically, two members (generally, one clinical, one basic) will rotate off each year. An effort will be made to include members from all departments over time.

There shall be one additional member of the Committee from the local community to represent the broader societal interests in the quality and conduct of our students. This member will be selected by the Faculty Council from a list of one or more appropriate individuals prepared by the Chair of the CSPC. This individual will not be a member of the medical school voting faculty, but shall have direct knowledge of the healthcare system and medical school. (For example, a person recommended by the Community Preceptor Education Board, a Site Director, a social worker with frequent contact with medical students, or similar individual, would be appropriate.) This voting member shall also serve on a rotating 4-year cycle.

In addition, two fourth-year students shall serve on the CSPC. These students shall be appointed by the Chair of the CSPC after consultation with the registrar, based on their history of high professional standards and academic performance during their time at Geisel. In recognition of the fact that senior students often cannot make every meeting, between the

two student members there shall be one vote to be cast by student/s in attendance.

The total number of voting members shall be the 11 participants named above. As the Committee is constituted, the terms of members will be adjusted to allow for the planned turnover as outlined above. Members who fail to attend the majority of meeting during a given calendar year without cause shall be excused from the Committee. Members who cannot attend the majority of the meetings due to illness, or sabbatical, etc. may request that the Faculty Council, in consultation with the CSPC Chair, appoint a substitute for them for the duration of their absence.

Nonvoting members:

The chairperson shall be a nonvoting convener of the meeting, and shall be appointed by the Dean for a term of three years. The chairperson should have considerable experience in the areas of student academic progress and professional conduct, have detailed knowledge of the policies and procedures of the CSPC Committee and shall be a faculty member held in respect by faculty in basic science and clinical departments, and by students. The Registrar will attend and keep minutes as described below.

The Senior Associate Dean for Medical Education shall be an *ex officio* nonvoting member eligible to attend all CSPC meetings. Other non-voting members may attend meetings, at the discretion of the committee through an invitation from the chair, to contribute *ad hoc* expertise from various areas, including their knowledge of students and of Geisel policy. Some may be called upon by the CSPC to act as advocates for a given student. These nonvoting members may include (but not be limited to): the Director of Student Affairs, the Assistant Dean of Year 1 Curriculum, the Director of the Year 2 Scientific Basis of Medicine, the Associate Dean for Clinical Education, the Advising Deans, the Director/Chair of Admissions, a member of the health care referral team at the Health Service at Dick's House, and The Chair of the Committee on Students with Disabilities (CSD).

To ensure communication and provide a mechanism for corrective feedback to the Admissions Office, the CSPC shall report as warranted, a summary of decisions and actions taken by the CSPC to the Admissions Committee.

III. General policies

- A. All motions (with the exceptions described below) shall pass by majority of voting members present. Official votes can be taken when a quorum (half or more of the current active voting members) voting members) is present. When a motion is made to suspend or separate a student for any reason, then a vote of 2/3 or more of the voting members present is necessary for the motion to pass. Voting members will be recused from participating and shall not be counted in the quorum if they have (or have had) a personal, mentoring or advising relationship with the student beyond that of usual student-faculty contact in class or clinic. This restriction includes faculty mentors on research projects. Anyone with a physician-patient relationship with the student will be recused as well.
- B. Brief minutes of each meeting will be taken by the Registrar, which consist of the official

motions and the votes taken on those motions. Minutes of all meetings will be kept in the Registrar's Office for 5 years. Letters from the chair to individual students shall be kept in the students' folders in the Registrar's Office, and be a part of the student's file.

- C. When a student wishes to contest a decision of the CSPC, that student has the right to request reconsideration of the decision in a two-step appeal process. The first Step is to request reconsideration by the CSPC itself. This request must be in the form of a written letter, sent to the Chair of the CSPC and the Registrar within one week of its initial decision. If the student intends to continue classes or clerkships during the appeal, the appeal letter must be received prior to continuation. The letter should state clearly whether the student is basing the request for reconsideration on the availability of new information (not available to the Committee at the time of the initial hearing and likely to affect the outcome) or whether the request is based on the student's view that the CSPC did not follow its written guidelines for process. Reconsideration will generally not be offered simply because a student disagrees with a decision reached by the CSPC. Should the CSPC decline to reconsider the case, or should the reconsideration by the Committee result in a vote to sustain its earlier decision of separation, then the student can request that the case be appealed to the Dean, using the same process outlined above.
- D. When the Dean is considering an appeal by a student (as outlined in the paragraph above), the Dean can either sustain the earlier decision by the CSPC, or reverse or alter that earlier decision. In all cases, the Dean can interview anyone that the Dean feels is appropriate in helping to arrive at a decision. The Dean must meet with the student filing the appeal, and with the CSPC, in order to fully understand the arguments and concerns of both parties. Once the Dean makes a final decision, it should be communicated promptly in writing to the student and to the CSPC. In the event that the Dean decides to overturn or modify an earlier decision of the CSPC, then the Dean must meet again with the CSPC to explain the reason for the decision. In this way, the CSPC can learn whether there were any issues concerning due process that need to be addressed in future hearings.
- E. In fairness to the student and to members of the Committee, hearings and student requests for reconsideration must be held as soon as possible in relation to the proximate event. A formal written request for reconsideration to the CSPC and the Registrar by the student about an adverse decision made by the Committee must be filed within one week. The Chair of the CSPC then has 2 weeks to decide whether the CSPC should hear the reconsideration. If reconsideration is deemed to be appropriate, then the hearing of the CSPC should be scheduled within 4 weeks of the decision to grant the reconsideration. Similar promptness at each level is expected. (It is recognized that in some unusual cases, a slower time frame may be appropriate, for example, when an evaluation for a possible disability or illness is required.)
- F. When the Committee is considering more severe actions such as suspension or separation of a student, a final vote should be taken by the Committee only after the student has been offered an opportunity to address the Committee in person, and to respond to questions from members of the Committee. It is recommended that the student make the effort to be physically present for the meeting, but if the student is unable to do so, the student may

conference call into the meeting. Also, the student should be notified by the Committee in writing before the meeting as to what the major concerns of the Committee are likely to be during the coming meeting. Any written documentation requested by the CSPC or any documentation that the student may wish to submit for consideration must be submitted at least one week prior to the meeting.

- G. Decisions made by the CSPC about a student's status will be shared with the student, and when appropriate with authorized College and Geisel personnel with a need to know (e.g. Registrar, Financial Aid Office, Y1 or Y2 dean, student advisor, etc.). The CSPC is aware that when students receive bad news (such as a decision to suspend or separate them), they may be emotionally vulnerable, and the CSPC considers ways to ensure student safety in that type of situation".
- H. Official notification of Committee actions shall be made by the CSPC Chair or by the Registrar as soon as possible after the action is taken by the CSPC (and after the student has been notified of the action, as in III.B above, III.L below). All individuals and departments with a need to know will be so notified.
- I. The official medical school transcript shall accurately reflect the actual academic record of the student, and important decisions reached by the Committee about each student's academic performance or misconduct (for example, reflecting change in student status, courses failed, grades changed through re-examination, suspensions, etc.).
- J. When a student addresses the Committee, the student will act as his or her own advocate. In some situations (see below), the student may be accompanied by a current member of the Medical School community (e.g. classmate, faculty member, etc.) for support or advice. Such a guest must be cleared with the committee chair prior to the meeting. Since these are not formal legal proceedings, but internal meetings of an official school committee, no lawyers representing students shall be allowed.
- K. Meetings will go more smoothly when a faculty member who is a member of the CSPC is prepared to speak about each case coming before it. (For example, when a student fails a course in the first year or in SBM, the faculty member representing the first-year course or SBM should have met with the student in advance, and be prepared to summarize the facts of the case.)
- L. The formal decisions of the CSPC shall be communicated by the Chair to the student in a timely fashion, usually on the night of the meeting or the next day. In some situations, the Chair may invite one of the advising deans to be present as well when news of a decision is given verbally to the student. A formal written letter to the student will also be sent, with copies going into the student's folder and to authorized College and Geisel personnel with a need to know (e.g. Registrar, Financial Aid Office, Y1 or Y2 dean, clerkship dean, student advisor).
- M. The Chair of the Committee on Students with Disabilities will be a non-voting member of the

CSPC to facilitate communication between both Committees (See Section II Composition; non-voting members). There will be no formal relationship with SNAP. There is no formal relationship with the Student Honor Committee (SHC), other than that the Student Honor Committee is obligated to refer certain types of cases to the CSPC. In some situations, student concerns about a certain incident (e.g. a student witnesses possible cheating on an exam by another student) may result in referral to the SHC, while another member of the community (e.g. a proctor, faculty member) would bring similar concerns about the same incident to the CSPC. In such situations, the concerns of each complainant will be handled fairly by the committee charged with investigating such allegations or concerns.

- N. Guidelines and policies written in advance cannot cover all possible scenarios. When in doubt, the Committee should be guided by several important general principles, including: fairness to students; following due process; promptness of action and notification; maintaining confidentiality when possible; and, balancing the best interests of each student with its obligations to the Faculty and to society to train graduates who demonstrate the highest standards of academic performance and conduct.
- O. Administrative support to the Committee will be supplied by the Registrar's Office. The Registrar's Office will work with the Chair to set the agenda; inform members of meeting dates and times; take and maintain the minutes; maintain official student folders; maintain copies of all letters sent by the Chair; etc.
- P. Each course or clerkship director will determine a student's grade. If the student feels a grade is unfair, he or she can ask for reconsideration and appeal as detailed in the Geisel grade appeal policy in the student handbook.
- Q. These policies concerning the CSPC, and various types of student status changes, should be updated as needed. The updated version should be posted on the Geisel website. The incoming first-year class should receive a copy of the latest version on matriculation.
- R. No student will be formally separated or suspended prior to an appropriate hearing by the CSPC, as outlined in other sections. However, on rare occasions an emergency may arise in which the health of a student, faculty member, patient, or other member of the community is placed at risk by the presence of a student. In such an unusual situation, the Chair of the CSPC has the authority to provisionally suspend a student, pending formal consideration of the relevant issues by the full Committee at the earliest possible opportunity. It is anticipated that this action will be required only under very rare circumstances.

IV. Procedures for issues related to academic progress

- A. The academic progress of every student shall be reviewed at the end of each academic year, prior to a formal vote by the CSPC to promote members of the class to the next year. A similar review of the progress of each student shall occur near the end of the fourth year, prior to a vote by the faculty on whether to confer the MD degree to each student.
- B. In addition, the academic performance of individual students will always be reviewed when a

failing grade is obtained in any course, clerkship, or elective. A faculty member may also request review of a student's performance by the Committee when an extremely marginal, but passing, grade is earned by the student.

- C. The Committee shall consider a student's complete academic record (including reference to courses or clerkships that were failed, or that were passed marginally) in trying to plan an optimal academic or remedial program for any particular student.
- D. There are many different ways that a remediation program can be designed, but the more common ones include retaking an exam if a course is failed by a small margin; repeating a course or clerkship; splitting a year; repeating a year; or possibly going on a leave of absence to receive some type of treatment before remediating the course failure. Sometimes suspension or separation may be indicated.
- E. The Committee will try to determine the optimal plan for each student in academic difficulty. There are no "standard policies" in this area. Nevertheless, over the past few years common problems encountered, and common plans for remedial action, have included:
- Failure of one course in year 1 or year 2 (with no difficulties as indicated by marginal passes in other courses): Repeat exam at the next convenient time (usually after a vacation).
 - Failure of two courses in year 1 or year 2 (with no difficulties in other courses): Two repeat exams offered at the end of the year, or split schedule.
 - Failure of three courses in year 1 or year 2: Repeating the entire year, shifting to a split schedule, or separation.
 - Failure of a required clerkship: Repeating the failed clerkship (with reduction of vacation or elective time in year 4; student is still required to complete all requirements for graduation, including a minimum of 4 months of electives.)
 - Failure of two or more required clerkships: Separation.
 - Failure of a course during a repeat year, or during a split schedule: Usually results in separation.
 - Receiving a grade of fail in three courses in the same academic year, or in two clerkships, or a single failure while on a split schedule, WILL result in separation unless significant and personally unavoidable extenuating circumstances exist.
 - Uncertain readiness for promotion given a number of passing grades at the margin: There is no fixed policy here, but the Committee will pay close attention to a student's overall academic performance in making the decision whether a student is prepared for promotion to the next level, or graduation from medical school.
- F. The Committee will try to assure that a student is promoted from one year to the next only when that student has demonstrated adequate mastery of that year's material, and only when the student appears to have a high probability of being able to handle the more advanced material offered in the next year.
- G. The Committee can invite guests to provide more information about a student's performance

when necessary (e.g. a course or clerkship director who is not a member of the Committee will usually be invited to present relevant information about a student who has done poorly in a course or clerkship).

V. Procedures for issues related to student conduct

- A. All students are expected to conduct themselves in an exemplary fashion, according to standards of conduct outlined in the Geisel student policy handbook, the Code of Professional Conduct of the DHMC, relevant laws and regulations, and usual societal standards of responsible adult behavior.
- B. The Committee will review the conduct of an individual student when it receives a complaint about possible misconduct by that student. The misconduct may be in the area of academic misconduct (e.g. plagiarism, cheating, etc.); professional misconduct (e.g. failure to respect patient confidentiality; misuse of a computer information system; misuse of an on call room, etc.); or personal misconduct (e.g. assault, harassment, other potentially criminal activity, etc.).
- C. All concerns about possible student misconduct, raised by any person, should be directed to the CSPC. The exception to this policy occurs when a concern about a student's conduct as a potential violation of the student honor code is raised by a fellow student. In such a case, the student alleging this particular type of misconduct may contact either the CSPC, or the Student Honor Committee, the choice is in the hands of the student who is reporting the behavior. (See Student Honor Code section of the Student Handbook for details on this process once a report is made). Student misconduct witnessed by a faculty member of staff member at Geisel will be referred directly to the CSPC. The DHMC Advisory Panel for Professional Conduct (in the medical center) will not review cases of medical student misconduct, but will refer such cases to the CSPC. (Note: Reporting potential criminal misconduct to the CSPC does not preclude the witness also reporting the alleged criminal misconduct to the proper legal authorities.)
- D. Once a concern about a student's conduct is brought to the Chair of the CSPC, a three-step process will be initiated. If the conduct involved threatening behavior by a student to another student, faculty member, or staff, then the Chair of the CSPC – in consultation with senior faculty members – has the option to place the student on administrative leave while the incident is investigated. If the Chair of the CSPC is not available, then this determination is delegated to the Senior Associate Dean of Medical Education or another senior administrator, if the SADME is also not available. The second step (in all cases) will be a quick review by a small ad hoc committee (described below). When warranted, a third step shall consist of a formal hearing before the full Committee.
- E. For each allegation of student misconduct, the Chair shall appoint an ad hoc group of three voting members of the Committee to interview all witnesses and the students involved, and review all relevant evidence. At the end of this review, the ad hoc group shall prepare a written summary of the evidence, and a conclusion. The ad hoc group needs to conclude that either no further action is warranted (e.g. evidence is inconclusive, or evidence is solid but

the misconduct was minor), or that the case should be referred to the full CSPC for a formal hearing. In either case, the summary letter about the case prepared by the group shall go into the CSPC file. The ad hoc group may also ask the Chair to send a written warning to the student, but not initiate any other formal disciplinary action on its own. If a formal disciplinary action is indicated (e.g. suspension or separation), then the case must be referred by the ad hoc group to the full Committee. If the student disagrees with the letter prepared by the Chair at the direction of the ad hoc group, then the student may request that the matter move on to the full committee for a formal review.

- F. When a formal review by the full CSPC is warranted (either at the request of the student, or by referral from the ad hoc group), then a specific set of rules will apply. The formal hearing will include witnesses and evidence as deemed appropriate by the Chair. The student may also propose to include evidence or witnesses as well, as cleared by the Chair. The Committee and student involved will hear all witnesses approved by the Chair, and review all evidence submitted. All written evidence to be entered must be made available to both the student and the committee at least one week before the hearing. Both the accuser and the accused may be asked to submit written summaries at least one week in advance of the meeting, which both can review. Questions by the accuser and the accused shall be directed to the Chair. Members of the Committee can directly question the accuser or the accused student. Minutes will not include the discussion, but only the formal motion made and the vote.
- G. Each case will be decided on its own merits by the ad hoc group, or in some cases, by the full Committee. No automatic disciplinary action is warranted for any particular case. In the past, actions have included suspension, required leave of absence, separation, or other less severe penalties.
- H. The CSPC should proceed in such cases first by voting on whether or not misconduct occurred. If the finding is that misconduct did occur, then the committee will move on to consider and vote on possible appropriate actions.
- I. For the CSPC to conclude that a student is guilty of misconduct, a simple majority of voting members present must vote that they find “clear and convincing proof” that misconduct did occur.
- J. If a student is found guilty of misconduct, and a subsequent vote is taken to either suspend or separate the student, then that motion to suspend or separate must be approved by 2/3 or more of voting members present to pass.
- K. These procedures may be supplemented or modified, as necessary, to achieve a full and fair resolution of the relevant matter. Revised guidelines for the CSPC will be included in each year’s edition of the Geisel student policy handbook.



SECTION IV



Finances

Fees

Student Activity Fee

Geisel School of Medicine has an annual student activity fee of \$125/year per student. The revenue generated from this fee is used to fund activities associated with Geisel Student Government and student organizations. The fee will be charged to students in the following categories: MD, MD/PhD*, TDI*, MD/MBA*, students on a leave of absence/research leave who remain on campus and those students on a decompressed schedule. Those students on a leave of absence/research leave, who are not on campus, will not be charged an activity fee for that year. Each student will be charged the student activity fee on his/her fall term bill.

*Special Note for students enrolled in combined degree programs at Dartmouth:

MD/PhD: The MD/PhD students will be assessed an annual student activity fee of \$120 when registered as medical students, and a \$75 student activity fee when registered as graduate students. When MD/PhD students are enrolled as graduate students in the Arts & Sciences, they will also be charged \$50 for 12-13 for the graduate student activity fee.

The Dartmouth Institute for Health Policy & Clinical Practice (TDI): All TDI students (MS, MPH, PhD & Post doc) will be assessed an annual student activity fee of \$50. TDI will help subsidize the activity fees with appropriate funds to the Geisel Student Government (\$75) and the Arts and Sciences Graduate Student Council (\$50). TDI students are encouraged to participate in programming sponsored by both schools.

MD/MBA: All students enrolled in the MD/MBA will be assessed the following annual student activity fee:

Year 1 MD/MBA Program: Full Tuck Student Activity Fee (currently \$300) and partial Geisel Student Activity Fee (\$20) = \$320

Year 2 MD/MBA Program: Half Tuck Student Activity Fee (currently \$150) and full Geisel Student Activity Fee (currently \$120) = \$270

Due to the unique position held as MD/PhD, TDI and MD/MBA students, the Administration feels that it is important for students in combined programs at Dartmouth to have continual access to services and information regardless of whether they are registered at Geisel, Arts & Sciences, TDI, or Tuck.

Student Services Fee

The Student Services Fee is applicable to all MD students and students in the MD/PhD and MD/MBA programs while they are registered as medical students. Student services provided by Geisel include: orientation, events such as the White Coat, Year 2 Transition, and Match Day celebrations, tutoring for Years 1 and 2 students, certain wellness activities, spotlight on medical specialties, mandatory drug screening, debt management and financial planning, etc. The Student Services fee is separate from the Student Activity fee and any other fees that are described elsewhere in the Student Policy Handbook.

In 2016-2017 the Student Services Fees will be \$1,750 for 1st Year and 2nd Years and \$1,250 for 3rd and 4th Year Students. This fee will be included in, and is payable with, the first bill for the 2016-2017 year.

TDI Masters students will pay a Student Services Fee in the amount of \$1,000 to help cover the

costs of services provided by Geisel as above.

Dartmouth College Student Health Access Fee

All Dartmouth students who are active, in good standing, and making satisfactory progress toward a Dartmouth degree are eligible for the Health Service program. Eligibility ceases when enrollment at Dartmouth College is terminated by withdrawal, separation or graduation. All Health Service eligible students must comply with the College's requirements for health insurance. Health Service programs are primarily funded through tuition. The College charges all enrolled students a health access fee of \$84/term, with a maximum of \$252/year. Other charges, co-pays, etc...will still apply and will be charged separate from this fee.

Dartmouth College International Services Fee

Dartmouth College has implemented an international services fee of \$84.00 per year (or any portion thereof). This fee is assessed to all active international students and all international visiting scholars, faculty and employees at the College. An international person for the purposes of this fee is defined as one who is not a US citizen or a US permanent resident, and who holds, or is applying for, a valid US visa or immigration status. The list of possible US visa statuses that would be subject to the fee includes B-1/B-2, E-3, F-1 and F-1 OPT, G-4, H-1B, J-1/J-2, L-1, M-2, O-1, P-1, P-2, P-3, Q-1, R-1, TN and PAA.

Student Account Statements

Dartmouth, similar to most higher education institutions, assesses tuition and fees prior to the start of each academic term. Student account statements are delivered electronically to students by the Dartmouth College Student Financial Services (DCSFS) Office using the following schedule.

Year One Students: Tuition is billed in July, October & February.

Year Two Students: Tuition is billed in July & November.

Year Three Students: Tuition is billed in May & November.

Year Four Students: Tuition is billed in May & November.

Account Statements are delivered using Dartmouth's electronic billing and payment system which is called D-Pay. Students will receive an email informing them how to complete the enrollment process via the D-Pay web link - <http://www.dartmouth.edu/bannerstudent> - Banner Student Self Service.

Questions concerning student account statements, including access to D-Pay, should be directed to the DCSFS Office, located in room 103 of McNutt (603-646-3230). Questions concerning Financial Aid should be directed to the Geisel Financial Aid Office, located in 302 Remsen (603-650-1111).

Payment of Student Account

Payment is due NO LATER THAN the due date indicated on the account statement. If payment is not made by the due date, a late charge will be assessed equal to 1-1/2% of the outstanding balance, net of anticipated aid. Questions concerning the application of this policy should be directed to the DCSFS Office.

Financial Aid awards are taken into consideration in determining the student's account balance, providing the student has completed all financial aid requirements for such awards. It is the student's responsibility to insure that all requirements are completed.

Credits for course work can be recorded by the Registrar only when a student is registered and paying their student account in a timely manner. Thus, when an account is not paid promptly, the Geisel Fiscal Office will notify the Registrar who will not record credits for work completed until the financial obligation is met. Similarly, no transcript of a student's record can be issued, nor will a senior be given a diploma, until all medical school student account balances due have been paid.

Circumstances beyond a student's control can arise which prevent payment in accordance with the schedule. If circumstances warrant, the student should contact the Geisel Fiscal Office. In some cases arrangements for late payments without penalties can be made when the circumstances are deemed appropriate. If the student fails to make such arrangements before the statement due date, or if the reasons for late payment are judged to be inappropriate and within the student's control, penalties and late charges will be assessed. When it is determined that a student's account becomes delinquent through flagrant neglect or design, the student may be asked to withdraw from the school.

Tuition Refund Policy

For students who withdraw prior to the first day of classes, a 100% refund of tuition will be issued. Once classes begin, refunds will be calculated as follows:

- A refund of 90 percent for withdrawal during the first week of the term
- A refund of 75 percent for withdrawal during the second and third weeks of the term
- A refund of 50 percent for withdrawal during the fourth week of the term
- A refund of 25 percent for withdrawal during the fifth week of the term
- No refund will be made after the fifth week of the term

Tuition for Special Circumstances

A. A special (modified or decompressed) academic program, wherein a student takes one year of courses over two or more years, will be billed full tuition for the first year and 1/2 the increase in tuition in the second year plus a fee of \$7,500 to participate in the decompressed academic program. Should a student wish to receive credit for more than 24 elective weeks while on a modified or decompressed schedule, additional pro-rated tuition will be charged for each additional credit week. Fees (including but not limited to Student Activity Fee, Microscope fee, etc.) will not be reduced for students on decompressed schedule.

B. A leave of absence (LOA) is an approved leave from the curriculum for a definite period of time, not to exceed one year. A student taking a LOA will be charged in accordance with the above refund policy. If a LOA occurs after the fifth week of the term the student will be

charged full tuition for the term in which the leave commences. When a student returns to the curriculum to complete an unfinished term, the student will not pay tuition for the remaining months of that term. The student will have been charged full tuition for the entire term, prior to his/her leave. For example, if a student leaves mid-fall term of 2016 and returns to complete the fall term in 2017, that individual will be charged full tuition prior to the leave, but will not be charged tuition upon return to complete the fall term.

When a student takes a LOA between the 3rd and 4th year and enrolls in rotation(s) that occur between July 1st and September 1st, the student will be charged a pro-rated tuition for credits taken during this time. Upon return, tuition will be adjusted so that the student pays no more than one full tuition for that semester, assuming that the student is taking less than a full work load. Should a returning student want to take on additional credit hours, full tuition will be charged in addition to the pro-rated tuition charged prior to the LOA.

C. A student who repeats coursework due to failure will be charged a pro-rated tuition to repeat the failed course(s). They will also be considered a student on a modified or decompressed schedule (see “A” above). A student who is asked to repeat a course(s) for which they had previously received a passing grade will not be charged additional tuition to repeat that course.

Disability Insurance

With the increased awareness of health risk in the medical profession associated with, for example, exposure to human immunodeficiency virus (HIV) and Hepatitis B Virus, Geisel has implemented a group disability insurance program (hereafter referred to as “disability insurance”) for medical students.

The stipulation for this group policy with the AMA-Sponsored Med Plus Advantage Program is that all students must participate in order to qualify for the low cost premiums. The Geisel Student Government has regularly approved to accept this stipulation of 100 percent student participation in order to attain the low cost group rate. Each student will be charged the appropriate annual premium on his/her fall term student bill.

Any student enrolled in a dual degree program at Dartmouth (e.g., MD/PhD*, MD/MBA, MD/MPH) or on a leave of absence remains covered by this plan providing the annual premium is paid. As long as a position is reserved for the student at the medical school and they do not have to reapply to return to classes, they can continue on the plan. If a student separates from the medical school, however, the coverage would be terminated.

At the beginning of each academic year students will be provided with a Group Benefits Booklet that describes their benefits. Questions regarding this program should be directed to:

Cresson W. Holden
Gallagher Benefit Services, Inc.
50 Braintree Hill Office Park, Suite 310
Braintree, MA02184-8754
781-794-1110
cresson_holden@ajg.com

*MD/PhD students will automatically be assessed the annual disability insurance premium when registered as graduate students unless written notification is provided to the Assistant Director of the MD/PhD Program to discontinue coverage during this time.

Please note that the disability insurance policy has Pre-Existing Conditions and Limitations and, therefore, the MD/PhD Program staff strongly counsels its students to retain this insurance throughout their academic careers at Dartmouth regardless of status. If students don't consistently maintain their disability insurance coverage they will be subject to a new 12-month period of pre-existing conditions limitation.

According to current policy terms and conditions as outlined in the disability insurance policy described by the program administrator, (insurance broker), "Pre-existing Conditions Limitations" is defined as:

Pre-existing condition means an injury or illness which was diagnosed or treated within the 12 months prior to the effective date of your insurance. No benefits will be paid for loss which starts within 12 months of the effective date of your insurance and which is caused by a Pre-existing Condition. A claim for benefits for loss starting after 12 months from the effective date of your insurance will not be reduced or denied on the ground that it is caused by a Pre-existing Condition.

Financial Aid

Policy

Geisel School of Medicine recognizes that medical education is becoming more costly each year, both for the School and the student. In the face of these rising costs, the Medical School is doing everything possible to increase available institutional financial aid and to provide assistance to as many students as possible who have demonstrated need. However, the available institutional resources require that each aid recipient assume a sizable base loan and may limit the number of scholarship recipients. The Financial Aid Office provides counseling to those students denied institutional need-based aid and may suggest other loan options. Since the Medical School makes decisions on financial aid in the spring, and where possible, shortly after a decision is reached on admission, it is important to apply promptly for assistance.

Students and their parents have the primary responsibility for financing a medical education. Although students may wish to declare independence from their parents, Geisel School of Medicine, as with most U.S. medical schools, requires parental income statements from all applicants, regardless of age, marital status or family status, for institutional need-based loans and scholarships. Financial aid is awarded, within the limit of the School's resources, to those students who without such aid would be unable to enroll. Federal regulations governing Title IV and Title VII programs require U.S. citizenship or permanent resident status; thus, Geisel does not have the available resources to fund fully international students. In funding the medical education of international students, Geisel will consider only its limited institutional need-based resources and the private loans from outside sources for which students may apply.

Graduate school financial aid policy and procedure is especially complicated due to the varied School and federal regulations. The Financial Aid Office is ready to assist you in whatever way we can. If you have questions or concerns regarding policy, procedure, or programs, we encourage you to visit, write or telephone the Financial Aid Office at 603/650-1111. The Financial Aid Office is staffed by: Michelle Chamley, Assistant Director of Financial Aid and G.Dino Koff, Director of Financial Aid at Dartmouth College.

Financial Aid Refund Policy

Students receiving financial aid who withdraw or are severed/suspended from Geisel School of Medicine, will be subject to the federal regulations governing the return of Title IV funds, and institutional guidelines for return of institutional aid.

The statute requires that if a recipient of Title IV grant or loan funds withdraws or is severed/suspended from an institution after beginning attendance, the Title IV funds received by the student must be earned. If the funds disbursed to the student are greater than the amount earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount earned, the student is eligible to receive a late disbursement in the amount of earned aid that the student had not received.

After the refund determination, unearned funds must be credited to outstanding balances in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal Grad PLUS, federal grants, institutional loans and scholarships.

Official notice of withdrawal or suspended/severed status is usually provided to the student by the Committee of Student Performance or the Senior Associate Dean for Medical Education. An example of the Return of Title IV funds policy is available in the Financial Aid Office.

Determining Financial Need

Financial need is the difference between the educational costs at the Medical School and the resources that are available from the student/spouse and his/her family to meet these expenses. Geisel School of Medicine encourages financial aid applicants to complete the Free Application for Federal Student Aid (FAFSA), the free Need Access Application, and the Geisel School of Medicine application to be considered for institutional need-based aid. The necessary application information may be found [on the web site](#).

Based upon the information provided by the FAFSA, Need Access and Geisel application and including, but not limited to, supporting documentation such as income tax returns, verification and proof of citizenship, the Financial Aid Office can inform you of your eligibility for need-based loans, and, if your financial need exists beyond the base loan, the amount of scholarship you can expect to receive from Geisel School of Medicine.

Student Expense Budget

The student expense budget for the 2016-2017 academic year is provided below. The budget is reviewed annually by the Financial Aid Committee and revised appropriately based upon data collected through a survey of enrolled students.

The Trustees of Dartmouth College endeavor to contain costs, but we can give no assurances that the annual rate of increase in tuition will remain as experienced in recent years. Dartmouth specifically reserves the right to increase tuition and other fees without prior notice should conditions warrant. It is the responsibility of the student to stay informed with respect to these regulations, requirements, and costs. Additionally, Financial Aid awards are contingent upon the availability of sufficient loan and scholarship funds and guarantees from federal and institutional student aid programs. Thus, Geisel reserves the right to make adjustments annually to individual financial aid awards as necessary.

Student Expense Budget 2016-2017

Budget	Year 1 (10 mos.)	Year 2 (10 mos.)	Year 3 (12 mos.)	Year 4 (12 mos.)
Tuition	\$59,463	\$59,463	\$59,463	\$59,463
Rent (inc. utilities)	8,500	8500	10200	10500
Food	2,750	2,750	3,600	3,900
Books and Equipment	1,500	800	800	700
Microscope	60	0	0	0
National Board/USMLE Exam	0	600	2,410	0
Local/Elective/USMLE/On Doc. Travel	250	250	1,100	1,500
Student Activity Fee	125	125	125	125
Health Access Fee	255	170	170	170
Document Fee	100	0	0	0
Health Insurance	2,859	2,859	2,859	2,859
Disability Insurance	55	55	55	55
Student Services Fee	1,750	1,750	1,750	1,250
Miscellaneous	3,305	3,030	4,280	4,680
TOTAL	\$80,972	\$80,352	\$86,812	\$85,202

PLEASE NOTE: Dartmouth will, on a case-by-case basis, make adjustments to the student budget when appropriate in certain circumstances with required documentation. If a student incurs additional educational expenses, which exceed the amount allocated in the budget, he/she should discuss this with the Financial Aid Officer.

Summer Earning Expectation: Students entering the Year 1 class are expected to contribute \$5,000 of income (in addition to relocation expenses) earned during the summer preceding Year 1. Please note the Year 1 budget is 10 months and students should plan to bring their summer earnings for educational costs at Geisel when they matriculate in August. Students entering Year 2, 3, and 4 are expected to contribute \$1,000.

Year 1 & 2 Students: The rent figure of \$8,000 includes utilities based upon a 10-month budget, September through June.

Travel Home: Travel allowance will be made for one round trip home at standard air fares, assuming use of supersaver fares when possible. Please note that federal regulations do not permit us to include travel expenses for spouses.

Books: Budget figures reflect average book purchases in each class. Students whose necessary book purchases go beyond this level may seek a budget adjustment through the Financial Aid Office and borrow additional DELC/Unsub Stafford within reasonable limits.

Computer & PDA: Students who need additional funds for a computer should discuss the expense with their Financial Aid Officer. Each request will be handled on a case-by-case basis.

Sources to Consider and Utility Plans: When searching for housing, students should consider the source of heat. Electricity bills will increase substantially during the Winter months when you heat with electricity, whereas oil and gas prices remain more constant throughout the year. Students making arrangements for delivery from local oil, gas, electric companies are urged to request a budget plan in order to spread heating costs over the number of months in the academic year. Failure to do so may cause financial difficulty during the winter term. Some companies will allow customers to pre-purchase fuel for the entire year during the Summer months when it is least expensive. Also, local utility companies may provide assistance to customers who qualify by reducing the amount you owe on electric, fuel and telephone bills.

Clinical Clerkships, Electives, USMLE, On Doctoring and Local Transportation: Supplementary DELC/Unsub Stafford loans will be approved for students who live at a distance from the Medical School and find this assistance necessary and/or for students who incur travel expenses in excess of the amount already included in the travel budget for reaching clinical clerkships and electives. The amount approved will be based on mileage at a rate of .54 cents per mile.

Child Care: Students with children may incur additional expenses beyond the limits of the student budget. As a starting point for discussion purposes, \$3,000 per child per semester may be added to the budget. Because of the variability of expenses in this area, dictated both by age of the child and the type of day care available and/or preferred by the parent, students are encouraged to speak with the Financial Aid Director.

Institutional Need Based Financial Aid

Financial aid packages consist of loans and, where financial need exceeds the base loan, Geisel School of Medicine scholarship. The first portion of financial need is met with a base loan. During the 2015-2016 academic year the base loan will be \$41,000.

The Office of Financial Aid will provide students and applicants with a link for an electronic Stafford Loan Master Promissory Note. The second portion of the base loan is met with a limited quantity of need-based loans such as the Federal Perkins Student Loan and the Geisel School of

Medicine Loan. The remainder of the base loan is met with an Unsubsidized Stafford Loan. The interest rate on the Stafford Unsubsidized Loan is 5.31% for the 2016-2017 academic year.

Income Tax Requirements

Federal regulations governing the Title IV and Title VII federal programs require that parents/students/spouse submit a copy of their latest 1040 income tax return with schedules, attachments and W-2s to the Financial Aid Office for verification of income.

Independent Students

Many students wish to declare independence from their parents. Some have been independent for several years. As stated earlier, while we are sensitive to the desire of these students to become independent of their families, we are not in a position to have students transfer financial dependence from their parents to the School. Truly independent students are those who can support themselves, including medical school expenses. Therefore, statements of parental income are required of all applicants who wish to apply for institutional need-based aid loans and scholarships. This policy helps to insure that, so far as possible, students are able to study medicine at Geisel School of Medicine regardless of their social and economic background. Individuals who have been independent of their family, but whose family resources are sizable, may find a formal borrowing program from parents, with scheduled repayment at a later date, a viable method of financing.

Married Students

The financial aid packages of married students are arranged in such a way that the net earnings of the spouse may help to reduce the loan obligation of the student. The spouse's income, less taxes, is considered a resource in determining the overall size of the loan portion of the financial aid package.

Outside Awards

Students are expected to notify the Financial Aid Office at Geisel School of Medicine when an outside award is received. Federal regulations and School policy require that the Geisel School of Medicine financial aid award be adjusted when a student receives outside aid. Geisel School of Medicine has set the following policy for revisions caused by the receipt of outside awards:

1. Armed Forces Scholarships/National Health Service Corps Scholarships/Indian Health Scholarships: These scholarships provide substantial financial support in return for a service commitment. Once such an award is accepted, all Geisel scholarship to the student is rescinded. Loans may be obtained only for the difference between the award and the school budget, less the recipient's expected resources.
2. Outside Loan Awards: When a student receives a loan award from an outside source, an equivalent deduction may be made from the loan portion of the Geisel aid package or the funds may be applied to the expected family contribution.

Counseling

The staff of the Financial Aid Office is available to counsel students on financial issues, how to develop budgets and manage their living expenses. They can also discuss and help plan for loan repayment with the use of the computerized loan profile program. The Financial Aid Office provides the necessary consumer information concerning the terms of the various medical school loans. Additionally, counseling is provided to students regarding debt management. While financing options are complex and rapidly changing, we want to emphasize that at the present time, no Geisel School of Medicine student has interrupted his/her medical education for financial reasons. Planning and a commitment to researching options provide a sound base for maximizing available resources. Additionally, many loan programs, including federal loan programs, require a credit check to determine the credit worthiness of the applicant for the loan. Therefore, all aid applicants are encouraged to obtain a copy of their credit report. Geisel is not responsible for supporting students who have been denied educational loans for reasons of credit, default or bankruptcy.

Liability Insurance Coverage

Under the Professional and Comprehensive General Liability Insurance Policy for Dartmouth College, professional liability insurance coverage is provided for all currently enrolled Geisel School of Medicine students who are acting within the scope of their duties. Liability coverage is provided for currently enrolled Geisel students who participate in approved clinical rotations at other institutions. A Geisel student who is not currently enrolled (e.g., on leave of absence) is not covered under this policy except by special dispensation from the Risk Management Department at Dartmouth College. All requests for special dispensations should first be directed to the Associate Deans of Student Affairs and Services.



SECTION V



General Policies

International Travel Policy

All medical students traveling internationally for any Geisel- Dartmouth College affiliated program or project, regardless of duration of travel, must register with The Center for Health Equity (CHE). Examples of such travel include CHE-Dickey-funded fellowships, Dickey Center- or DHMC-supported internships, or travel to assist a Geisel faculty member during a one-week meeting or service trip. To register, send an email to Center.for.health.equity@dartmouth.edu with your name, destination and travel dates (even if tentative) at least one month before your departure. Once registered, you will be notified about when to attend the CHE pre-departure sessions. Attendance at these sessions is mandatory. Alternate arrangements can be made for students that are off campus. Students should also register their travel through Dartmouth's ISOS membership the the ISOS website (www.internationalsos.com).

Students who are providing care must be registered students in an elective in order for their coverage of malpractice to be in effect.

Scrub Attire Policy

Wearing scrub attire (scrubs) is essential in certain areas of the hospital, such as operating rooms, and is common practice when students are on call. It is also widely recognized that scrubs may have the potential to adversely affect infection control within a hospital, so they must be used appropriately.

The purpose of this policy is to define the appropriate use of scrub attire for Geisel medical students while serving on clinical rotations at Dartmouth-Hitchcock Medical Center. This policy reflects the Dartmouth-Hitchcock policy on wearing scrub attire, which applies to faculty, house staff and students. Students doing clinical clerkships and electives at other sites should follow the local scrub attire policy at the site of their rotation.

- 1) Scrub attire is provided by Dartmouth-Hitchcock for use only in the following areas of the hospital-
 - a. Operating rooms
 - b. Post Anesthesia Care Unit (PACU)
 - c. Same Day Program
 - d. Radiology
 - e. Endoscopy
 - f. Cardiac cath lab
 - g. Birthing pavilion
 - h. In Vitro Fertilization (IVF) lab
 - i. Central Sterile Reprocessing

- 2) When possible, students should change in and out of scrubs in the clinical area where they are being worn, and should put used scrubs in designated laundry bins for cleaning.
- 3) If there are no student lockers in an area where scrub use is allowed, then students can use the Zimmerman Lounge for changing. Used scrubs should be placed in the laundry hamper in the Zimmerman Lounge for cleaning.
- 4) Students may wear their own scrubs when on call, but not in the areas listed in item 1 of this policy where DHMC scrubs are to be used. Students are responsible for cleaning their own scrubs.
- 5) Neither DHMC nor student-owned scrubs may be worn when entering or leaving the hospital for infection control reasons. Students should change into clean scrubs after arriving at the hospital, and out of scrubs prior to leaving.

Copyright Policy

Information About Teaching Materials for Faculty and Students:

Almost every course and clerkship at Geisel includes new materials written or developed by Geisel faculty and designed to help students learn important aspects of that course or clerkship. These materials can take a variety of forms—individual lectures, handouts, notes, slides, PowerPoint files, cases, syllabi, etc. There are A LOT of complex and detailed legal rules and regulations that pertain to creating and protecting these materials, but few of us wish to read those. This is a short version that summarizes the intent of those rules and regulations. In short, these are the procedures that all of us should follow in creating and using these materials.

Creating new teaching materials

Faculty at Geisel is constantly creating new materials to help students learn better. Most often, these materials are in the form of lectures notes, handouts, syllabi, PowerPoint files, etc. This work done by a particular faculty member is a creative, individual act and deserves the recognition and protection of any creative work by any author. This recognition and protection is provided by the Copyright Law of the United States. Under the Copyright Law, readers or users (including students) may not copy or modify the work without the express permission of the copyright owner. (The copyright owner is usually the author/creator but in some situations may be the author/creator's employer.) A copyright notice is a way of reminding readers or users that the work is protected by copyright. The individual Geisel faculty member should always add a copyright notice on the first page of his or her material that says either "Copyright 2006 Thomas Smith, MD" or "Copyright 2006 by the Trustees of Dartmouth College." A faculty member who creates the work ordinarily owns the copyright, but he or she may assign the copyright to the university. When a comprehensive core syllabus is created for an entire course, and contains multiple documents created by multiple authors, then the latter statement, printed on the cover of the syllabus, is most appropriate.

Including materials from other authors in Geisel products

Some teaching materials created by Geisel faculty may be improved by including inserts of materials created by other authors, which have already been copyrighted. This most often would

be in the form of a key quotation, figure, image, slide, or diagram already published (and copyrighted) in a different lecture, manuscript, journal, or book. Although, as noted above, reproduction of a copyrighted work without the permission of the copyright owner is generally prohibited, use of a brief item or passage (e.g., one figure or diagram) without prior approval for academic purposes is permissible under the Copyright Law's concept of "fair use." Such use, however, is subject to two conditions. First, each such included item should be attributed to the proper original author, journal, or book, with appropriate mention of copyright. (For example, "from Melmon and Morrelli, *Clinical Pharmacology*, 2000, p. 123, copyright McGraw-Hill.) Second, the borrowed material may only be included in materials for a specific course given during a specific term, and made available only to students and faculty formally enrolled in that specific course and that specific college or university. In short, Dr. Smith at Geisel can copyright a complete lecture, which can include an image or figure obtained from an earlier paper or book, and which was previously copyrighted by an earlier author.

Rights of Geisel students to use materials created by faculty at Geisel

Students at Geisel are encouraged to obtain and use all such teaching materials created by the faculty at Geisel for their personal study and use. These materials will sometimes be provided in printed form, or sometimes may be documents or files provided from websites such as Blackboard, which may support a specific course. A student can add notes to any such material (for example in a PowerPoint file), but otherwise should not change it in any way. The student does not have the right to share that material with anyone not enrolled in that course, since such sharing would violate copyright protection provided to the author or creator of the material.

Limitations on the use of materials created by faculty at Geisel

Students should remember that when they download such materials prepared by Geisel faculty for their use, these materials are copyright protected, and are provided for the use of only students enrolled in that particular course. Such materials should not be forwarded to any individual within or outside of Geisel not enrolled in that course, or involved in teaching that course. For example, it is not permissible for a Geisel medical student to forward a PowerPoint file created by a Geisel faculty member (for use in a specific course at Geisel), to a friend studying at another medical school. Such use of Geisel teaching materials violates the rights of the Geisel faculty member who created the document, and would also be a violation of copyright law if the document or file includes material from an earlier copyrighted document (such as a textbook or journal article).

Enforcement of copyright protection

There is no practical system for enforcing these protections outlined above under copyright law. The user is expected to understand the purpose of such copyright protection—to protect the rights of the author/creator from having others use his or her work without his or her express permission. Ultimately, there is no system of enforcement other than the expectation of ethical behavior on the part of faculty, course directors, and students, and the risk of liability should a violator be detected and prosecuted. As in other domains of professional student conduct, ethical behavior is expected of our students at all times, even when the risk of "being caught" is small.

Purchasing Rights for Public Screening

When showing a movie on campus (any showing that is NOT in your home), you must purchase the screening rights for the film from the distributing company. Legally you and your organization are required to secure the proper rights whether or not you charge an admission fee. Rates for the rights usually range from \$250-\$1000 depending on the film and the format. For these reasons, we recommend that you make arrangements early for funding. This is typically available for student groups via Student Government.

<https://www.dartmouth.edu/~library/mediactr/copyright.html>

Other questions?

If you have any questions about copyright, visit the Dartmouth College Library's website on "Copyright Information", <http://www.dartmouth.edu/~library/schcomm/copyright/>

Fundraising

All student-initiated fundraising events must be made in consultation with the Office of Student & Multicultural Affairs that works closely with the Geisel Development office and follows their policies and procedures.

Web Policy

The Geisel School of Medicine Web site supports fundraising and solicitations for financial support exclusively for the Geisel School of Medicine and its partner organizations through the DHMC/Geisel Office of Development. The Geisel web server may not be used for independent fundraising or solicitation efforts, including those organized by individual students or faculty, or student or faculty groups.

Questions regarding the appropriate use of the web server should be directed to the Medical School Dean's Office at 603-650-1200

Asking For Money

From Alumni/ae and Parents: The College does not allow broad-based solicitation of the alumni/ae and parents by student organizations. However, if you have specific people who have shown an interest in your organization you are welcome to keep them informed, via paper or electronic mail, about what your organization has been doing and you should inform the Office of Development of their interest.

From Local Businesses: You are free to ask local merchants for donations by check or of merchandise. Bear in mind that the vendors on Main Street have probably had hundreds of requests so try to be professional, ask to speak to a manager, have something written to show them, and remember to follow up with a thank you note in five to seven days.

From National Corporations: Pay attention here, local offices or stores of national (or

international) corporations may be approached at the local level. An example would be asking the store manager at Staples for a donation. This is ok. If you want to ask a national corporation at the corporate level for a donation you must first submit to the offices of Geisel Student Affairs and Development, a list of the corporations you would like to contact. The list will be reviewed by the College office of Corporate and Foundation Relations to check for any ongoing College affiliation with the corporation. In the past there has been very little overlap and you will likely get the go ahead to make your requests.

NOTE: Bring all gifts to your recognizing department where they will see that the gifts are properly recorded, and that a tax receipt is sent to the donor. Remember to send a prompt thank-you note.

Absolutely Do Not

- Print anything with Dartmouth or its logos without prior permission from the Office of the General Counsel.
- Sell in College-owned residences.
- Solicit alumni or parents.
- Represent a non-Dartmouth College vendor

The fine print: This is just an overview. There are lots of special situations regarding fundraising. Please contact the Student Affairs Office at Geisel or Geisel Development with any questions.

Geisel Mail

The Hinman Mail and Intra-Campus Mail systems serve the programs and offices of Geisel School of Medicine (Geisel). As a component of this system, Geisel operates its own satellite mail service through shared operations with the Dartmouth-Hitchcock Medical Center (DHMC) Mail Center for Geisel at the Hanover campus and at DHMC in Lebanon. Members of the Geisel community use these services in compliance with the rules governing both the DHMC and Dartmouth College mail systems.

Mail for students is handled at the mailroom on the ground floor of the Kellogg Building on the Hanover campus. Each incoming medical student is assigned a mailbox at this location at Registration. The mail box is provided for the individual use of the student in connection with his/her pursuit of the degree program. It is not provided for the use of any other individual even if associated with the student.

Correspondents should be provided your address in the following format for U.S. Mail and private carriers:

Your Name
Geisel School of Medicine
XXX Kellogg Building (XXX is the number of your assigned mail box)
Hanover, New Hampshire 03755

Delivery of oversized or multiple large packages, especially those provided through private consignment delivery or trucking companies, cannot be accepted at Kellogg due to space

constraints. Students need to make separate arrangements for non-standard shipments. Inter-office mail within the College or Medical Center is to be addressed:

Your Name
Hinman Box 7000

It important to follow these formats explicitly. The U.S. Postal Service cautions members of the College against use of “Hinman Box” or “HB” on any mail they handle. Private carriers generally are unwilling to accept delivery addresses with a box designation. Office staff struggle with improperly addressed mail that they may receive. The Kellogg mailroom provides a service window for your package pick-up, stamp sales, and shipping extending discounted rates offered by FedEx and UPS. The service window’s hours are Monday through Friday from 8:30 a.m. to 12:30 p.m. and 1:00 to 4:15 p.m.

Students should check their mail box regularly and keep the staff of mailroom informed of circumstances precluding this. Students may request forwarding of their mail to clerkship sites or have it held for a prescribed time frame. For issues regarding your mail, please contact the Kellogg Mail Center via email at KelloggMailCenter@Hitchcock.org or via telephone at 650-1036. It is your obligation as a member of the Geisel community to assure that mail addressed to you is received in a timely manner.

Policy on Pets

With the exception of dogs which assist the disabled, pets are not permitted in classrooms, libraries, research and/or teaching labs at Dartmouth’s Geisel School of Medicine. The basis for this policy includes health reasons (e.g., some people are allergic to dog or cat dander), educational reasons (e.g., barking, panting, etc. tends to disrupt concentration during lectures), and professional reasons (e.g., many guests and patients, and some faculty and students find the atmosphere unprofessional if it includes such pets).

Pets must be on a leash and directly supervised by their owners at all times in other areas of the buildings. It is inappropriate to leash pets outside buildings for extended periods of time. The Hanover Police (643-2222) will be contacted to pick up the pets left unattended for prolonged periods of time (e.g., due to exposure to uncomfortable temperatures) or which are felt to be a nuisance. The pet’s owner will be responsible for all associated expenses.

Because of New Hampshire State regulations for health care facilities, pets are not permitted in Dartmouth-Hitchcock Medical Center buildings, including the Matthews-Fuller Health Sciences Library, Rubin, Borwell and Williamson Building.

Student Driver Policy

Dartmouth College and Geisel School of Medicine have adopted the Student Driver Policy for all students who drive a College-owned, rented, leased or personal vehicle on College sponsored programs or activities. Medical student driving that is required by the Geisel curriculum does not fall under this policy. For example, driving between the Dartmouth-Hitchcock Medical Center and the Veteran's Administration Hospital in White River Junction during the day to attend conferences, going to your preceptor's office as part of the "On Doctoring" curriculum, or going to a distant site for a clerkship in Concord or Manchester, NH is not defined as College-sponsored according to the Student Driver Policy. **Participation in community service work coordinated by Geisel, College athletic team programs and other College or Geisel sponsored or related activities are subject to this policy.**

In order for Geisel students to drive on College-sponsored activities each student must complete and have on file at the College a *Graduate Student Driver Application Form*, if appropriate, and a copy of their driver's license. All information submitted on these forms will be reviewed and considered as part of the driver approval process. It is each student's responsibility to inform, in writing, the Transportation Services (TS) about any changes (e.g., change in vehicle ownership or identity, license revocation or suspension, accidents, change in state of license, etc.) to their status with regards to this policy.

Each student must complete the on-line Defensive Driver course offered by Transportation Services (TS). Upon submission of the aforementioned paperwork and an acceptable motor vehicle record review, TS will provide each student with access to the course. After successful completion of the course, the student's name will be added to the Approved Student Drivers list and will be sent a confirmation through email that they have been approved. This policy does change periodically. To review Dartmouth College's complete Student Driver Policy, please refer to <http://www.dartmouth.edu/~fom/services/parking>.

The Geisel Admissions Office provides each entering student with a written version of the Geisel Student Driver Policy prior to matriculation. The driver approval process, consisting of forms submission and Defensive Driver course completion, must be accomplished in order to have any financial protection under the College's insurance program in the event of an accident.

Policy on Student Images and Interviews

Throughout your tenure at Geisel, representatives of the school may photograph, film, or interview you or programs in which you participate to assist in teaching, research, service, media relations, and public information functions. This material may be included, with or without identification, in various formats -- including but not limited to print publications, the web, or videos -- and may become part of the Geisel archives for future use. If you do not want to be photographed, filmed, or interviewed or to have such materials distributed, please send an e-mail to Geisel.Publications@Dartmouth.EDU, with a cc to Geisel.Student.Affairs@Dartmouth.EDU.

Policy on Marching (Graduation)

We recognize that special circumstances may occur for individual students that might interfere with their meeting the Geisel requirements for graduation which might preclude them from marching with their class. Participation in the Geisel Class Day Ceremony and Dartmouth College Commencement will be considered on a case-by-case basis by the Senior Associate Dean for Medical Education.

Policy on Patient-Related Inquiries

All patient-related inquiries from lawyers who are not affiliated with DHMC must be forwarded to the Risk Management Department for evaluation and response. In addition, if a Geisel student or DHMC employee is subpoenaed to testify in a case concerning patient care, the individual must notify the Risk Management Department so that counsel may be provided as necessary.



SECTION VI



Facilities

Use of the Student Facilities in the Remsen Building on the Geisel Hanover Campus

The following are general information and guidelines regarding the student space at the Geisel Hanover Campus.

Remsen Levels 2 & 3

The designated site on the Hanover campus where all Geisel students can find a welcoming place in which to relax, study, and interact with each other is the Remsen Lounge and associated areas. The intent is to provide all students with a place to call their own and be accessible 24 hours a day. Students may bring issues or concerns regarding these facilities to the attention of the Associate Deans of Student Affairs and Services, at 650-1509.

Remsen Level 3

Located on Remsen Level 3 are a kitchen facility and a lounge equipped with a big screen TV and telephone.

We ask you to help us conserve energy by turning off lights and ceiling fans when not in use.

Also on Remsen Level 3 you will find the Office of Student and Multicultural Affairs as well as Geisel Financial Aid. Please note staff and their office locations below:

Michelle Chamley, #334	Dr. Matt Duncan, #303
Shawn O'Leary, #333	Dr. Pinto-Powell, #303
Taryn Weinstein #302A	Tina Wilcox, #301

In addition, the Department of Medical Education, On Doctoring, and Learning Services, along with a variety of small group rooms, are on Remsen 3.

Remsen Level 2

On Remsen Level 2, you will find a game room (Room #224) and a bathroom/shower facility (Room #225) as well as several rooms which are used as classrooms, conference rooms or study rooms. These classrooms are reserved through the the Event Management System (EMS).

Security/Key Pad Code

Both Remsen Level 2 and Level 3 facilities will be locked after regular working hours and on weekends. You may access the student areas after hours using the key pads on the door entrances. The doors with key pads are:

- Remsen 3 - Mud Room, inner door to lounge

- Remsen 2 - exterior stairwell - door, at bottom of stairs

The confidential access code is **253**. For your security, this code will be changed periodically; you will be notified accordingly via e-mail.

Visitors are welcome providing they are accompanied by a student. For your safety and the security of the equipment located in the lounge area, please do not prop the doors open after hours. Other points you are reminded of are that the lounge is not space that can be reserved for private functions, smoking is prohibited and pets must be on a leash and directly supervised by their owners at all times. For further details on pets, please see the Policy on Pets elsewhere in this handbook.

Parking

All students who park at the Hanover campus must register your vehicle with the parking office. Visit the Parking and Transportation Services web page for pertinent information:

<http://www.dartmouth.edu/~fom/services/parking/>

Bicycles

Some students ride bicycles to school as their mode of transportation. Bicycle racks are located near the main (front) entrance of the Medical School for the convenience of these bike riders. Bicycles are absolutely not permitted (or to be stored in the Remsen Student Lounge or associated areas).

Mud Room

Located off the Remsen lounge, you will find coat hooks and storage cubbies have been installed for student use. Absolutely no bikes are allowed in the mud-room. Any bikes found will be confiscated without warning.

Lockers

There are lockers available outside of the Chilcott Auditorium in Vail building, level 2. Year 1 students are assigned a general locker. The womens' lockers are located at Vail 200E and Remsen 104. The mens' lockers are located in Remsen 103.

For year 2, students must vacate the year 1 assigned locker. The anatomy department will send an e-mail to year 2 students and ask IF they would like a locker, and one will be assigned at that time. The reason for the change between year 1 and 2 is because of the need to change into scrubs for the first year anatomy lab.

Kitchen

The Remsen Level 3 kitchen has microwaves, toaster oven, and coffee machine and student refrigerators. It is a shared space, so staff members have equal access. It is up to students to keep this space clean and neat, including the timely disposal of perishable items from the student refrigerator. Please report any major spills to the Office of Student Affairs. Students have access

to all kitchen cabinets. Do not leave perishables in the cabinets.

Classroom and Meeting Room Space

With the exception of Remsen 332 (SBM Conference Room), you may reserve rooms in Remsen and Vail by accessing the EMS System: <https://ems.dartmouth.edu>. All rooms have use schedules posted outside the door. Before using any room for general study, please check the room schedule posted outside the door for potential conflicts.

Bathroom and Shower Facility

The bathroom and shower facility on level two, Room 225, is available for the use of all. Please do not use this area as permanent storage of personal items.

Noise Level on Remsen Level 2

Be respectful of departmental offices and small group teaching space on Remsen Level 2. Your noise should be kept at a reasonable level.

Sleeping Overnight in Non-Dormitory College Buildings

Because of fire safety and security concerns, it is the general policy of the College to prohibit anyone from sleeping overnight in a non-dormitory building or area thereof. In case of fire, we normally assume that no one is sleeping in a general College building. Therefore, fighting a fire in such a building would proceed on that premise.

Exceptions: There may be occasions when students, faculty or other employees have a justifiable need to remain in laboratories or in their offices all night to conduct experiments or engage in College business, but not for the sole purpose of sleeping. On each such occasion, the person must have authorization to remain overnight from a faculty member or administrator responsible for the area. That person should, whenever possible, get permission from their supervisor and then contact Geisel Facilities, or contact Safety and Security directly. However, in situations where last minute circumstances do not allow sufficient time to provide such written notice, FOM should be notified by calling extension 646-2485 before 4:30 p.m.

If a person is found sleeping, and advance notice to remain overnight was not provided, the person will be asked to leave the building unless the person can explain why advance notice was not given and can demonstrate a legitimate reason for remaining in the building overnight. If the person complies with the request to leave, no disciplinary action will be taken unless the violation is repeated. If the person refuses to leave, the Campus Police will notify the person's supervisor. The supervisor will be responsible for ensuring that appropriate College discipline is taken against at the person violating the policy.

Under no circumstances will persons who cannot identify themselves as College students or employees be allowed to remain overnight in non-dormitory buildings. Such persons will be asked to leave, and if they refuse will be removed by any means deemed necessary.

Use of Dartmouth Hitchcock Medical Center Facilities

The Dartmouth-Hitchcock Medical Center (DHMC) Campus was constructed for the purpose of providing medical care, education and research. Below are some important regulations pertaining to the DHMC Lebanon campus.

Parking

Geisel year 1 and 2 students must register their vehicles with the Dartmouth College Parking Office and may park in Lots 1, 2, 3, 9, or 20 when on the DHMC campus.

Geisel year 3 and 4 students must register their vehicles with the DHMC Security Office and may park in Lots 1, 2, 3, 9 or 20 when on the DHMC campus.

All students must comply with the current published DHMC parking rules while on the DHMC campus.

Photo Identification

All Geisel students are expected to wear a current DHMC photo ID while on the DHMC campus. The ID must be displayed above the waist with the picture facing forward and unobscured by clothing or objects. Labels, pin, stickers, or other attachments are not allowed on the ID, Photo IDs are taken Mondays - Friday from 7:00 a.m. – 2:30 p.m. Please check in at the DHMC Security Office near the Main Lobby entrance. (The ID becomes especially useful when wanting to reserve conference/study space in this facility.)

Smoking Policy

The Dartmouth-Hitchcock Medical Center is committed to providing a healthy, productive and safe environment. Medical evidence clearly shows that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars and pipes is also an irritant to many nonsmokers and can worsen allergic conditions. Research indicates that long-term exposure to secondhand smoke will seriously threaten the health of the nonsmoker.

As a concerned health care institution, the DHMC believes that smoking is a serious health hazard, and therefore we are a smoke-free environment, including our satellite locations.

Smoking is not allowed on Medical Center property except while in a person's personal car/truck.

All persons share in the responsibility for adhering to and enforcing the policy.

Excessive Noise

Noise levels must be kept to reasonable levels (e.g., TV volume should be kept to normal tones.) Please remember you are in a health care facility so we expect that you will act appropriately.

Policy on Pets

Because of New Hampshire State regulations for health care facilities, personal pets are not permitted in the Dartmouth-Hitchcock Medical Center building. Working dogs, such as seeing-eye dogs or personal assistance dogs, are permitted.

Study Space

DHMC has a number of conference rooms that can be booked through Conference Services for studying. Geisel issues an annual memo delineating the spaces available to Geisel students for studying. Students should not be studying in public hallways, corridors or in the Mall. Geisel students observed studying in inappropriate areas will be asked to relocate.

Rubin Auditorium G and conference rooms 1 East/West, 2 East and 2 West are kept locked and may be reserved. Arrangements to use these rooms must be made in advance. The Zimmermann Student Lounge may be used for studying. The lobby area outside of the lounge may be used for study purposes if needed.

Unless scheduled or properly authorized, students are not allowed on hospital property between the hours of 8:30 p.m. and 5:00 a.m.

Zimmermann Medical Student Lounge at DHMC

The Marie and John Zimmermann Student Lounge, Rubin Building, Level 4 at the Dartmouth-Hitchcock Medical Center was made possible by a generous gift of the Marie and John Zimmermann Foundation. The Lounge is in memory of Marie Zimmermann, the late wife of Mr. John C. Zimmermann III, Dartmouth College Class of 1953.

The Zimmermann Lounge provides a designated area on the Lebanon campus where all Geisel students can find a welcoming place in which to relax, study, and interact with each other. Its intent is to provide all students with a place to call their own and use 24 hours a day. Students may bring issues or concerns regarding this facility to the attention of the Associate Dean of Student Affairs and Services, Remsen 301 or by telephoning 650-1111.

Security of Lounge Area/Key Pad Code

Located at this site is a Wellness Center for year 3 and 4 medical students (hours are posted on the door), kitchen facilities (e.g., microwave and refrigerator), as well as a lounge equipped with a TV, telephone and fax machine. The phone/fax machine number is 603-650-8635. Please note the telephone and fax machine are supported by the Student Activity Fee, and was implemented primarily for medical student use. The lounge area is accessible 24/7.

There is a key pad located on the right hand side of the wall outside the main entrance to the lounge. For security purposes, students must gain entrance by using a confidential access code of **253***. The confidential access code is available to all Geisel students through the Geisel Student Affairs Office. Once the buttons on the keypad have been depressed, you then have seven (7)

seconds to open the door. Visitors are welcome provided they are accompanied by a student.

Use of Bicycles

Some students ride bicycles to school as their mode of transportation. DHMC provides bicycle racks near the major entrances for the convenience of these bike riders. Bicycles are absolutely not permitted (or to be stored) in the Zimmermann Student Lounge area or in any DHMC buildings.

Use of Alcohol

All students should be aware of the Dartmouth College policy on alcohol and the liquor laws of the State of New Hampshire. The complete version of the policy may be found in the Dartmouth College Policies and Regulations for Graduate and Professional Students. This document can be found on the Dartmouth College website at

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

Violation of these regulations or laws may result in disciplinary action as described in the Geisel Student Policy Handbook. Special exceptions to the policy may be granted by the Associate Dean of Student Affairs and Services in conjunction with appropriate officials at DHMC.

Food

The Zimmermann Student Lounge kitchen includes a refrigerator for your use. It is up to you to keep this space clean and neat.

Lockers for Medical Students - Years 3 and 4

At Rubin, Level 4: Each rising third-year medical student will be offered a new permanent locker in the student center on level 4 of the Rubin building. These lockers will be your central storage area during your clinical years.

Please do not remove these locks for any reason. The locker area is not to be used for parties and guests, as well as drop off of “stuff” for others.

At Level 5 Medical Student On-Call Rooms: There are individual lockers for each on-call room on Level 5 at the DHMC. On nights you are scheduled to be on-call, you may use the locker in your on-call room to store toiletries, etc. No locks will be assigned for these lockers; you’ll have to supply your own, if you feel the need. (Do not use the lock assigned to your Rubin locker for this purpose!)

Once you’ve signed up for an on-call room, you may store items in the locker beginning at 2p.m.. You are responsible for emptying the locker in the morning after call, and should be completed by noon. The lockers, just like the rooms, must be empty between 12:00-2:00 p.m. each day, for housekeeping purposes.

Computers

Computers and a printer/scanner have been provided for your use. Please report any technical malfunctions to the Office of Student Affairs. Also, please let the Clinical Education Office on Rubin Level 4 know when paper supplies or ink cartridges get low.

OOPS Line - DHMC Housekeeping Department

In the event you spill food/drink in the Zimmermann Student Lounge area please call the OOPS Line at the DHMC immediately. (The internal OOPS phone number is 5-6677.) You will need to provide the room number and the building. The Housekeeping Department OOPS team responds to all reported spills/messes that occur at the medical center in a timely manner. Please don't be afraid to use it.

Housekeeping requests that if you have a coffee spill on the carpet or furniture please dilute the spill with cold water immediately and then call the OOPS Line.

Geisel Housing Policy for Students On-Call and Clerkships

Geisel provides an on-call facility at DHMC, and both the Clinical Education office and several clerkships maintain apartments where students may stay while doing clerkships away from the local area. Students sometimes also stay in bed and breakfast facilities or motels while doing clerkships at some sites. The following policies apply to use of these facilities.

- 1) At Geisel sponsored apartments distant from DHMC guests, family members and other Geisel students may stay over for short periods of time (a weekend for example) only if there are no other students scheduled to use the apartment. Neither students nor guests may use Geisel apartments during vacations or other times that Geisel is not in session, or during times when they are not specifically assigned to be in the apartment.
- 2) If bed and breakfast or motel accommodations are used, Geisel (or the clerkship) will fund the necessary number of nights each week for a student to be at the clerkship site, but will not provide extra funding for family members or guests, such as the added cost of double occupancy.
- 3) Assignments to apartments are made in a way to maximize student comfort to the extent possible. In keeping with this premise, students must stay in the apartment where they are assigned. If a student wants to move to a different Geisel apartment s/he must clear it with the Clinical Education office or the clerkship (for clerkship sponsored housing) first.
- 4) If students elect not to use Geisel sponsored housing they will need to arrange and pay for the alternative housing.
- 5) Each student is responsible for the conduct of any family member or guest staying in Geisel sponsored housing.

- 6) Pets are not allowed in any of the housing facilities.
- 7) Apartments must be left clean and in good repair, both as a matter of professionalism and to avoid excessive cleaning costs being passed on to the most recent occupants. Specific ground rules regarding upkeep are posted at the apartments. Unreturned keys will incur a replacement fee of \$25 to the student.
- 8) The on-call facility at DHMC can be used only by students who are taking call on a specific night. Students must sign up for rooms on the day they are on call and then vacate the next morning. Guests are not allowed to sleep in the DHMC on-call facility and are not allowed access to this area.



SECTION VII



Health and Health Services

Health Services

The Student Affairs Office in Remsen is the first line of resources for medical students to bring their question/issues. The staff and faculty work with students on a broad range of topics including general academic questions, administrative issues, career advising, service and student government group support, personal concerns, student life, and adjustments to the rigors of medical school. These offices can be a resource for addressing concerns in a collaborative effort with other appropriate areas. Referrals are made to Advisors, Deans, and various resources or services/departments on an as-needed basis. The “[Map of Where to Turn](#)” lists many of these resources, including mental health issues, mistreatment, medical care and spiritual counseling. You can access the map by clicking on the link or by visiting the ‘Connections’ page on Canvas. Specific information regarding sexual abuse can be found later in this section.

The Student Affairs Office is staffed on a full-time basis, Monday-Friday, 8:00 a.m. - 4:30 p.m. Please feel free to telephone 603-650-1509 or email Geisel.Student.Affairs@Dartmouth.edu

Guidelines on Targeted and Restricted Programs

Programs, activities, facilities, and organizations that fall under the responsibility of the Office of Student and Multicultural Affairs are open to and accessible by all students, regardless of their sex, race, ethnicity, religion, sexual orientation or nationality.

Nothing in these guidelines prevents appropriate individual employees from meeting on an ad hoc basis in private settings with individual students or with groups of individual students. Also, nothing in these guidelines prevents students from meeting on their own, in their own spaces and through their own activities, with whomever they wish. Rather, these guidelines simply remind us that as a matter of policy and principle, access to our regular programs, organizations, and facilities is available to all qualified students regardless of their sex, race, ethnicity, religion, sexual orientation, or nationality.

Dartmouth College Health Service

The Dartmouth College Health Service provides medical care and services to students enrolled in Dartmouth College, Geisel School of Medicine, Thayer, Tuck, and the Arts and Sciences graduate programs. In addition, the Health Service develops and promotes health education information to maintain a healthy lifestyle for students during college and in the years beyond. The Health Service Office, also known as Dick’s House, a memorial to Richard Drew Hall ‘27, is located at 5-7 Rope Ferry Road, an extension of North Main Street. Online information about Health Service programs can be found at www.dartmouth.edu/~health

Medical Services

The Primary Care and Preventive Medicine Department provides medical care for illnesses and injuries. They also offer preventive care such as physicals, sexually transmitted infection screening, travel health, and men’s health care. The Women’s Health Department provides

comprehensive services centered on the woman. Areas of service include sexuality discussions, preventive health education, food issues, sexual assault, annual gynecological exams and contraceptives. Lab and x-ray studies for most needs are available through the Health Service. For needs outside the scope of their practice, appropriate diagnostic studies and referrals to specialists are arranged. Registered nurses and medical assistants provide allergy injections and immunizations. For medical appointments, call 603-646-9401. If you need assistance to get to the Health Service, call the Safety and Security Office at 603-646-4000 or 603-646-2234.

Students will find many of their health care expenses at the College Health Service covered by Health Service programs. Examples of expenses not covered by the Health Service are complex lab and x-ray tests, immunizations, medications, hospital admissions, emergency room visits, and referrals to other Medical Center services and programs. Physical exams are not covered, but may be submitted to your own insurance company.

Inpatient Services

The Inpatient Unit, a 10-bed infirmary, is available to students whose illness or injury would normally be cared for at home by family members. The infirmary is open during fall, winter, and spring terms and is staffed by Health Service physicians and registered nurses. Students requiring more extensive hospitalization are referred to the Dartmouth-Hitchcock Medical Center, located approximately 2 miles from campus; in these cases, the student is responsible for hospital expenses assisted by his/her health insurance program.

All Students are Required to Have Health Insurance Coverage

All active students are enrolled into the Dartmouth Student Group Health Plan (DSGHP) each academic year. To opt out of the Plan, they must submit a completed waiver petition providing evidence of comparable health insurance coverage. Approved waiver petitions are only valid for one academic year. The DSGHP was designed specifically for Dartmouth Students (and their dependents) to provide health care that complements the services available through the Dartmouth College Health Service.

The deadline to submit completed waiver petitions for students starting fall term is July 1. For students starting winter, spring, and summer terms the deadline is the first day of the Term. Students who involuntarily lose their health insurance coverage may enroll at a later time. Enrollment must occur within 31 days of termination.

Questions about the College insurance requirements should be directed to the DSGHP Office located at 37 Dewey Field Rd, 4th floor, rooms 403-408, Hanover, New Hampshire 03755 at 603-646-9449 or by e-mail to Dartmouth.Student.Health.Plan@Dartmouth.edu.

Personal Counseling

Dartmouth Health Service offers active students a variety of services through the Office of Counseling and Human Development. Students present with a wide range of academic, social, personal and emotional issues and are seen for assessment, short-term counseling, crisis intervention, groups or referral for long-term therapy. A small number of students who need long-term therapy and are covered by the Dartmouth Student Group Health Plan (DSGHP) may

be accommodated through the Health Service. Counseling services are confidential. The Office of Counseling and Human Development also provides consultation and educational programs on a variety of mental health related topics including a special focus on multicultural services. For more information, consultation or referral, call the Counseling Office at 603-646-9442 or view the website at www.dartmouth.edu/~health. (see section on Sexual Abuse)

Pharmacy Services

The Health Service operates a pharmacy for active students and Dartmouth College employees. The Dick Hall's House Pharmacy is open weekdays during the fall, winter, and spring terms from 9:00 a.m. to 5:00 p.m. During inter-sessions and summer term, the pharmacy closes one hour earlier at 4:00 p.m. The pharmacy is licensed by the NH Board of Pharmacy and is staffed by registered pharmacists and pharmacy technicians. A charge is made for each prescription filled at the pharmacy. Students may charge prescriptions to their student accounts or pay with cash, credit card, or check. In addition, an assortment of commonly used non-prescription drugs and supplies are sold by vending machine in Dick's House Vending Pharmacy.

Educational Resources

The Health Resources Department provides health education and outreach programs to the Dartmouth community. Professionals in this department have expertise in the areas of alcohol and other drugs; nutrition and eating disorders; sexual abuse; and gay, lesbian, and bisexual issues. For more information, contact Health Resources at 603-646-9414.

Health Service	Telephone Number
Medical Records/Reception	646-9400
Medical Appointments	646-9401
Nursing Department/Inpatient Unit	646-9440
Counseling and Human Development	646-9442
Health Resources Department	646-9414
Sports Medicine	646-2472
DSGHP	646-9438 / 9449

Student Health Care Policy on Potential Conflicts of Interest

Providers of student health care at the Health Service at Dick's House may not be involved in the assessment of Geisel Students (including grading or summative feedback) or a member of the Committee of Student Performance and Conduct (CSPC).

At their discretion and choice, students or their families may choose to be seen by consultants/providers at partner institutions; therefore, in some cases the provider might be involved in assessment roles. If this occurs, the student may request to be assigned to another faculty member for assessment (including grading or summative feedback). The student will make the request to the Senior Associate Dean for Medical Education.

All faculty members will recuse themselves from any CSPC discussions involving a student for whom they have provided care.

In rare situations when emergent care is necessary that precludes the choice of a provider, emergent care may be provided by a faculty member in accordance with best practices. If the

emergent care provider is involved in assessment roles, the student who required emergent care will be assigned to other faculty members for assessment.

Immunizations Policy - Academic Year 2015-2016

Only those medical students who have met the Health Service requirements for immunizations will be allowed to participate in clinical assignments.

***Prior to matriculation, students must submit to the Health Service (Dick's House), paper immunization and tuberculosis forms, in addition to completing a series of online health forms. Specific instructions for completing these requirements should be accessed at:

http://www.dartmouth.edu/~health/about_us/incoming/DMSrequirements.html

NOTE: Dartmouth College does not require serological titers for Measles, Mumps and Rubella. However, they will be required in year 3 for the purpose of electives. You might consider having these titers drawn now rather than waiting for year 3 when schedules will be unpredictable. The same applies to the Varicella titer. Even if you have two doses of the Varicella vaccine to meet pre-matric requirements you might consider having the titer drawn now. A Hepatitis B Surface Antibody titer is already required. Lab reports must be attached and submitted to the Health Service along with your health care provider completed immunization form.

Geisel School of Medicine Immunization and Health Policies Agreement

All students are required to sign a three-part form pertaining to their immunization and drug screening requirements. Once signed, this form is applicable for a given student during the entirety of their enrollment at Geisel. The form will be completed upon matriculation, or as soon as possible after a leave of absence from the school, should the form be missing from the students' file.

General Immunization and Health Policies

As stated above, prior to matriculation all students must complete all on-line forms and satisfy Dartmouth College immunization and tuberculosis requirements.

In addition, students must comply with Geisel-specific requirements. These requirements include: tuberculosis testing at matriculation, testing prior to year three, as well as prior to year four; annual influenza immunizations, drug testing at any time requested by Geisel, our clinical partners, along with immunization or health screening as mandated by revised policies which are updated annually in the student handbook. Students must also meet all health requirements of our clinical partners, including Dartmouth Hitchcock Medical Center (DHMC).

Students may not participate in clinical care or in clinical settings when they have an infectious disease or are being evaluated for a potentially infectious disease. Examples of potential infectious diseases include: positive tuberculosis tests (PPD or Quantiferon testing), weeping eyes and fevers. Students questioning their symptoms can consult the "Should I Work Today?" handout at the following link: <http://employees.dartmouth->

hitchcock.org/documents/pdf/should_i_work_today_flyer.pdf Although the handout is written for DHMC employees rather than students, it is helpful in assessing whether symptoms should keep you from participating in clinical care. You will find it posted under “resources” on the Student Affairs website.

Students are then asked to sign a statement on this form that reads: “My signature below indicates that I have read and understand the above policy. I agree to abide by and comply with the policy. I agree to abide by the Immunization and Health policies that are in effect during all years that I am enrolled at Geisel School of Medicine. I understand that these policies change over time and are updated annually in the student handbook.”

Influenza Waivers

Students may apply for waivers for influenza vaccinations per the protocol for each separate clinical setting. At Dartmouth Hitchcock Medical Center (DHMC), the Occupational Medicine Office reviews the influenza waiver application and makes a decision on your application. Students are required to abide by the waiver decisions made by DHMC Occupational Medicine. These waivers are rare and only granted for medical indications and documented religious reasons. Contact their office directly for this form: (603)653-3850.

Students denied waivers are required to get the influenza vaccination. For those receiving waivers, the wearing of masks and/or other restrictions noted by the clinical partner would be mandated. A student waiver granted from Dartmouth Hitchcock would only apply to Dartmouth Hitchcock, not to other clinical settings. It is the responsibility of the student to apply for waivers in time for decisions and attendance in their assigned curriculum.

Drug Screening

Students will be required to comply with all drug screening policies. All new students will be screened in the first semester of school. Students submitting to drug screening agree that final positive results will be forwarded to the Associate Dean of Students, the Associate Dean of Clinical Education and the Senior Associate Dean of Medical Education. All final drug screening results will be entered into the student’s Health Service record. Final results indicating a positive drug screen will result in immediate referral to the Committee on Student Performance and Conduct.

Students will complete the required drug screening by contacting Occupational Medicine at DHMC by calling and making an appointment: (603) 653-3850. If you are taking prescription medicine, take a CURRENT prescription bottle to Occupational Medicine at the time of your drug screening. This is particularly pertinent to those taking medications that could produce an initial positive screen result (for example, medication to treat ADD or ADHD). Students signing this form are aware that using “un-prescribed” prescription drugs is a violation of the drug policy. Students will be asked to sign an authorization form at Occupational Medicine which may have references to “employee”. While Geisel is not an employer of students, Geisel should be listed as such on this form. Final results will be

forwarded to the Health Service at Dick's House for placement in the student's health records and are accessible for future required documentation, if appropriate.

Students using medical marijuana must comply with all DHMC policies regardless of the site of clinical training during any year. Students may be required to comply with clinical partners' policies if they are more stringent than the DHMC policy.

Policy on Exposure to Blood Borne Pathogens (BBP) and other Occupational Exposures or Injuries

Steps to take in case of BBP exposure

1. If an exposure should occur, the exposure site should first be thoroughly washed and/or irrigated. If you think you may have had an exposure but are not sure, you should be evaluated. There is absolutely no such thing as a low risk patient. Contact Occupational Medicine at 653-3850 to discuss your concerns with a clinician.
2. You should then promptly report the incident to your supervising attending or resident, and immediately seek evaluation by the staff / facility designated for your clinical site to provide evaluation and treatment of health care workers who have sustained a BBP exposure. Time may be critical for preventive measures. Have your insurance information available unless accessing it would delay your evaluation.

*At DHMC the designated staff/facility is Occupational Medicine during normal working hours. Occupational Medicine at DHMC is open Monday through Friday from 8:00 a.m. until 5:00 p.m. and is always staffed by a health care provider with training in evaluating potential BBP exposures. The department phone number is 653-3850. At DHMC you can also call the BUZZ Hotline at 650-6000 at any time to expedite your blood borne exposure work-up evaluation. At DHMC when Occupational Medicine is closed, these same services are provided by the House Supervisor (formerly ACOS). Page the House Supervisor and they will instruct you how to proceed.

It is important to call the House Supervisor, as they will make all efforts to investigate the "source" of your exposure. You may not need an ED visit once the House Supervisor prior to going to the emergency room to expedite and coordinate your care. If the "source" of your exposure is unknown, please page the House Supervisor to discuss. In this case, an ED evaluation may be warranted.

*Students at the White River VA Hospital and students at clerkship sites near Hanover and Lebanon may also utilize the Occupational Health Services at DHMC for initial evaluations. Effective management of HIV exposure may require the administration of antiviral drugs within hours of exposure. Obviously in cases where there is an emergency situation students would always seek the nearest emergency evaluation to their clerkship site. Students should cooperate with the evaluation, treatment and follow up recommendations made at the time of their exposure assessment. All follow-up visits for

students at the White River VA Hospital and at nearby clerkship sites will be done at Occupational Medicine at DHMC.

*For students at sites distal to Lebanon / Hanover: In the very rare circumstance that an attending or resident is unsure of where you should seek evaluation call student services at Geisel during day hours or the Dean on Call at other times (numbers and schedule in the student handbook on line and through Dartmouth Safety and Security 603-646-4000).

3. **It is mandatory that exposures be reported to Student Affairs (603-650-1509).** All staff members in student services are trained to take this report. They will verbally review the process including payment information, answer questions, and send each student a check list. All students will have received a laminated card which attaches to their nametags at year three orientation which summarizes this process.

Even in situations where payment is not requested, students should report ALL such accidental occupational exposures to BBPs to the Student Affairs Office. Any concerns or questions regarding this policy may be addressed by contacting the Associate Dean of Student Services. The office of student affairs tracks all such incidents experienced by all of our students at any of our affiliate teaching institutions or at other nonaffiliated teaching sites (such as during off-site electives).

Student services will pay for all costs related to occupational exposures that are not covered by a student's insurance. Students have several options. The vast majority will find option one to be more desirable: Students should submit the bill of all costs not covered by insurance to student services and student services will directly pay your care provider. The alternative option is for students to pay out of pocket for services not covered by their insurance provider and request funding from Financial Aid to cover this expense until they receive reimbursement money from Geisel (3-6 weeks). Documentation of insurance billing is required prior to reimbursement from student services.

4. Follow-up appointments for students who are in or near the Hanover/Lebanon area will be done at DHMC Occupational Medicine regardless of where the student sustained the exposure. If a student is due for follow-up and not near Hanover/Lebanon then follow-up will be managed at the distal site. Any questions should be directed to the staff in student services. It is important for students to take their insurance information to all follow-up visits.

Components of exposure evaluation

Your post exposure evaluation should include a risk assessment of the potential for HIV transmission based on the type of body substance involved, as well as the route and severity of the exposure. In addition, arrangements should be made to evaluate the person whose blood or body fluid was the source of your exposure. This is generally done through established institutional protocols that will be initiated by the health care provider evaluating your exposure, and may include serological assessment of Hepatitis B, Hepatitis C, and HIV infection. In the

absence of known source HIV status, clinical information about the source, if known, will be used to suggest or rule out possible HIV infection. Using an algorithm established by the public health service, the risk assessment of both the severity of your exposure and the HIV status of the source will be used to determine whether post exposure prophylaxis (PEP) for HIV is recommended. If indicated, PEP should be initiated as soon as possible after an exposure (i.e., within a few hours), thus emphasizing the importance of prompt post exposure evaluation. If HIV PEP is initiated then medical follow up, further lab studies, and additional counseling should occur.

You might undergo baseline testing for susceptibility to BBPs at the time of your exposure including antibody to HIV. The treating clinician will determine this need based on source information and or lab results. The need for and appropriate interval for follow up testing will depend to some degree on the source patient's test results as well as your baseline status. It is important to note that there is no recommended post exposure prophylaxis for Hepatitis C which is a more prevalent blood borne pathogen than HIV. Thus follow up testing after an exposure to a source infected with Hepatitis C is extremely important.

Resources for occupational exposure to blood:

* BUZZ Exposure Hotline 650-6000.

* DHMC Occupational Medicine, 603-653-3850.

* Clinicians Post-Exposure Hotline, 888-448-4911

<http://www.nccc.ucsf.edu/>

Background information and prevention

Students may be exposed to blood borne pathogens (BBPs) in the course of their clinical and research duties. These BBPs include the human immunodeficiency virus (HIV), Hepatitis B virus (HBV) and Hepatitis C virus (HVC). An exposure is generally defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object), contact of mucous membrane or non-intact skin with blood, tissue or body fluids that are contaminated with visible blood. Current estimates of average risk of transmission after percutaneous exposure are: HIV 3/1,000 (0.3%), Hepatitis C 1-3%, Hepatitis B 30% (in non-immune).

Observing standard precautions is the single best strategy to reduce the risk of BBP exposure. This includes using adequate barrier protection (gloves, safety glasses, mask) when performing any activities where the potential exists for BBP exposure. Familiarity with and use of safety devices on needles, syringes, and intravenous equipment can also reduce your risk of accidental BBP exposure but will vary between medical institutions. Completion of the Hepatitis B immunization series with documented presence of antibody to Hepatitis B should provide full protection from transmission of this virus.

Other occupational exposures and injuries

Students with other occupational exposures or injuries should access evaluation and care by following the same procedures and policy outlined above for BBP. Examples of other occupational exposures and injuries would include exposure to tuberculosis or an injury sustained while caring for a violent patient.

Obviously if a student sustains acute injuries emergency room access would precede calling Occupational Medicine. All exposures and injuries require that a mandatory report is made to any staff member in Student Services (603-650-1509). This allows individualization of care and follow-up for unusual /unique exposures and injuries In the case of student injury not requiring occupational medicine involvement at DHMC the incident will be reported to Occupational medicine.

In the case of student reporting that an attending physician or resident did not encourage evaluation for an occupational exposure because the patient involved was low risk both the clerkship director and Associate Dean of Clinical education will be notified ASAP .

Hanover Police 911

Headrest 448-4400

Headrest is a local 24-hour hotline that provides counseling and referral for the entire community for a broad range of issues.

Safety and Security 646-4000

Women's Health Program at the Health Service 646-9401

The Women's Health Program provides gynecological exams, sexually transmitted infection testing and counseling, contraception counseling, emergency contraception, and other services to women and their partners. Without going into medical specifics, students may ask for a "personal appointment." Be sure to mention that it's urgent if this is the case, so that you can be seen quickly.

Women's Information Service (WISE) 448-5525

WISE provides 24-hour sexual and domestic violence hotline and crisis intervention volunteers to accompany survivors of sexual abuse to area hospitals, police stations, and courts. It is a resource for the entire community.

Contact Us

Dartmouth College
Student Wellness Center
6 North Main Street
319 Robinson Hall, HB 6144
Hanover, NH 03755
Phone: (603) 646-9414

In addition, although NOT an emergency resource and reporting should normally be made through standard channels, Dartmouth has also contracted with EthicsPoint, an independent third party to serve as a web based point of contact for concerns. This service supplements existing offices on campus that typically help register such concerns. These concerns may include issues such as sexual assault or abuse, academic and research misconduct, child abuse, financial misconduct, or confidentiality concerns. (<http://www.dartmouth.edu/~rmi/>)



SECTION VIII



Services and Programs

Geisel's Student Accessibility Services

Geisel's Student Accessibility Services resides in the medical school's Central Academic and Learning Services, a part of the Department of Medical Education. Information about accessibility services can be accessed at:

https://geiselmed.dartmouth.edu/ed_programs/ed_services/sas/

Medical students with disabilities or suspected, undiagnosed disabilities should contact Glenda H. Shoop as the first point of contact for confidential advice and guidance.

Glenda H. Shoop
Department of Medical Education
Hinman Box 7005, Remsen 305
Glenda.H.Shoop@Dartmouth.edu
(603) 650-1214

If a medical student believes he or she has experienced discrimination on the basis of a disability, that individual is urged to contact Dr. Shoop.

Student Rights and Responsibilities

All students with disabilities should be familiar with the detailed policies and procedures described throughout this section of the Handbook and on the Geisel's Student Accessibility Services webpage at https://geiselmed.dartmouth.edu/ed_programs/ed_services/sas/. Some of the most fundamental information, however, is highlighted below.

Qualified students with disabilities have a right to:

- Full consideration in promotion processes.
- Reasonable accommodation, when appropriate, to insure equal access to the Geisel curriculum, programs, and activities.
- Respect for privacy in the dissemination of disability information.
- Support from Geisel Student Accessibility Services.
- Non-discrimination by Geisel faculty and staff.
- An appeal process, if necessary.

Qualified students with disabilities have a responsibility to:

- Meet all Geisel *Essential Standards for Matriculation, Promotion, and Graduation* – as appropriate at each stage of medical education – with or without reasonable accommodation.
- Declare a disability, or suspected disability, in writing (if seeking accommodation).
- Provide professional documentation that meets posted Geisel criteria.
- Request, implement, update, and/or modify any accommodations.

- Request any accommodation in a timely manner from Dr. Shoop, coordinators for exams, clerkship coordinators, faculty, and designated others who may be directly involved in providing the accommodation(s).
- Comply with Geisel policies and procedures regarding students with disabilities, as well as all other policies that apply to Geisel medical students.

Basic Disability Information

The Geisel School of Medicine at Dartmouth does not discriminate against students with disabilities. The Americans with Disabilities Act as Amended, building on Section 504 of the Rehabilitation Act, mandates that no qualified person with a disability shall, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. That means otherwise qualified students with documented disabilities are entitled to equal treatment at almost all institutions of higher education in the United States, and to reasonable accommodation if needed to facilitate access.

To better understand the terms “qualified person” and “otherwise qualified students”, students should read the *Essential Standards for Matriculation, Promotion, and Graduation*, including the *Standards for Capacity*. This document can be obtained upon request from Dr. Shoop, or viewed on Geisel’s Learning Services website:

<https://geiselmd.dartmouth.edu/admin/learnserv/esmpg>

The curriculum, as established by the faculty, represents a core curriculum essential to all physicians. Therefore, the Geisel School of Medicine at Dartmouth expects that each student admitted will be capable of completing the full curriculum of required courses, clerkships, and electives under the established policies, and to function in a reasonably independent manner. We believe that we have a responsibility both to our students and to society, and the *Essential Standards* describe the abilities and competencies that all students must demonstrate with or without accommodation.

Briefly, Geisel students (and applicants) must have significant capacities in five categories:

- Perception/Observation
- Communication
- Motor/tactile function
- Cognition
- Mature and Ethical Functioning

A candidate for the M.D. degree must demonstrate adequate mastery in a number of core competencies represented by the required courses and clerkships in the curriculum in order to progress and graduate.

Geisel Competency Domains for M.D. Students Matriculating...

Before 2015	2015 and beyond
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<ul style="list-style-type: none"> • Medical Knowledge • Clinical Skills • Communication Skills • Professionalism • Practice-based Learning and Improvement • Systems-based Practice 	<ul style="list-style-type: none"> • Medical Science • Clinical Care • Communication Skills • Professionalism • Evaluation and Improvement in Medicine • Collaboration and Teamwork • Population Health • Personal, Professional, and Leadership Development
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Qualified students with documented disabilities are readily provided with reasonable accommodations at Geisel, and those accommodations sometime involve an intermediary or an auxiliary aid. However, no disability can be reasonably accommodated at Geisel with an auxiliary aid or intermediary that provides cognitive support or medical knowledge, substitutes for essential skills, or supplements clinical or ethical judgment. That is to say, accommodations cannot eliminate essential program elements.

Committee on Students with Disabilities

The Committee on Students with Disabilities (CSD) serves as a faculty advisory committee regarding student accessibility and disability issues. The CSD provides the foundation to interact in an informed and accountable fashion with those in charge of the educational mission at Geisel, and it supports the goal of equal access for all qualified students with disabilities.

The Chair of the CSD is a faculty member with understanding of accessibility and disability issues in a medical school setting. The Committee also includes representation from the clinical faculty, the basic science faculty, Dartmouth Counsel, the undergraduate Office for Equal Access, and Geisel Admissions. At least three regular members must be present for a binding decision to be reached by the Committee. (Other Dartmouth/Geisel faculty or administrators may be called in to meetings on a consultation basis.) Regular members may not have grading responsibilities for Geisel students, and they are expected to recuse themselves from decision-making should there be any conflict of interest with a particular student.

A wide variety of disability concerns may be discussed by the CSD, however its primary functions are as follows:

1. Consider summary aspects of the documentation provided by all students with disabilities, and helps to foresee potential challenges these students might face. The Committee then offers thoughts on creating equal opportunities for these individuals through accommodation. The Committee may also make suggestions for students/faculty that do not necessarily constitute accommodation per se.
2. Ensure that essential aspects of the curriculum – as well as the safety of students, faculty, staff, and patients – are taken into adequate consideration in the accommodation process.
3. Grant final approval for all accommodation plans in recognizing the disability status of the students.

4. Assist in the resolution of any student disability issues, including student or faculty appeals.
5. Approve substantive changes in the accessibility and disability policies and procedures used by Geisel.

Accommodations

Our goal at Geisel is to provide equal opportunity without undermining the integrity of any course, clerkship, or program.

Colleges and universities are required to provide equal access, through reasonable accommodation, for qualified students with disabilities. “Reasonable” is individually determined after a student requests accommodation.

Qualifying

A student must self-disclose and declare the disability (or suspected disability) and request accommodation in writing; Glenda H. Shoop is the first point of contact.

The student is also responsible for obtaining a thorough written evaluation from an appropriate professional, documenting the presence, extent, and ramifications of the disability. In addition, the documentation should explain what specific types of accommodation the evaluator believes might be most helpful in offsetting the effects of the disability to an acceptable extent (in a medical school environment if possible).

Before the student meets with an evaluator, the student must obtain the evaluation guidelines and forms by referring to the *documentation guidelines* at:

<http://Geiselmed.dartmouth.edu/admin/learnserv/documentation.shtml> or by contacting Dr. Shoop. All documentation must conform to these guidelines.

The student must obtain the evaluation at his/her own expense, and arrange to have the evaluation form and all supporting documentation forwarded to Dr. Shoop. An evaluation performed more than three years before may not be acceptable, and there are instances in which an evaluation must have been completed within a few months or even weeks. If an evaluation has already been conducted in the past, it will be determined in the document review process if the evaluation is recent enough.

After receiving acceptable documentation, the documents will be reviewed and the findings and recommendations will be discussed with the student, and a plan will be proposed. The plan will be presented along with the information to the CSD. The CSD will review the documentation and consider the student’s requests. The CSD will approve or deny a plan for accommodating the student. Temporary accommodations may be given until the CSD is able to meet and consider a student’s requests.

If the CSD finds that the documentation provided does not meet its established standards, or does not provide enough useful information in any area, additional information will be requested from the evaluator. If further evaluation is required, it remains the student’s responsibility to arrange for that evaluation, at his or her expense.

Securing Specific Accommodations

When a disability has been acknowledged and a specific accommodation plan is approved by the CSD, the plan will be enacted. The student will be given a signed form outlining the approved accommodation(s). The student may then share a copy of this form with individual course and/or clerkship directors, or with other staff who have relevant responsibilities. Sharing this information is typically at the discretion of the student. Arranging for the accommodations *is his or her responsibility*. There may, however, be occasions in which Dr. Shoop speaks directly with faculty or other administrators, on a need-to-know basis, about a student's functional limitations and/or approved accommodations (see section on Confidentiality).

A student is not entitled to accommodation in any course, clerkship, or activity if the form is not presented well before specific accommodations are needed. Course/clerkship directors provide approved accommodations to all students who have shown their forms, as long as the forms are presented in a timely fashion. (Presenting the form as early as possible is necessary. Disclosure of disability is not retroactive, and individual clerkships may have deadlines.) If a student's accommodation plan includes assistive devices or extensive supplemental aid, significant additional time may be required to make arrangements, which may delay some portion of the curriculum. Dr. Shoop will help to make the arrangements.

Appeals

Students are welcome to talk with Dr. Shoop at any time about a perceived need to modify accommodations. However, any student who remains dissatisfied with his or her accommodations, as approved by the CSD, may make a formal appeal.

The student should first appeal to the CSD itself. The student should explain in a letter why he or she believes the prior decision was unfair or inadequate, and should include any available corroborating information with the letter. Dr. Shoop will accept the letter and schedule a meeting of the CSD or a subcommittee as soon as possible, typically within two weeks. The student should be prepared to meet with the committee or subcommittee to answer questions. If a student disagrees with the CSD's decision after an appeal has been presented, that student may make a final appeal to the Dean of the Medical School. The student should submit a letter directly to the Dean's Office, with a copy to Dr. Shoop. The letter should describe the situation and indicate why the CSD's decision does not appear to be fair or adequate. The Dean may wish to meet with the student to discuss the issues. The Dean may also consult with other professionals for information and perspective. The Dean's decision is final and will generally be conveyed within three weeks of receiving the appeal letter.

Disability and Confidentiality

Disability information is considered private. Faculty members, with the exception of those on the CSD, do not have the right to access students' diagnostic information. Ordinarily, faculty members and other relevant staff need only know the accommodations that are deemed necessary to provide an equal opportunity for students.

There are times, however, when certain faculty members and/or administrators may also have a legitimate educational need to know about a student's functional limitations. In such cases, Dr. Shoop may speak directly with those individuals to ensure appropriate planning, as well as safety for patients, students, and staff. Faculty and staff may also speak among themselves as necessary to provide appropriate support and safety.

Staff members to whom accommodation forms are presented may copy these forms for their records, but they should keep the information private. The accommodation information conveyed on the forms should be communicated only to faculty and/or staff who have an educational interest (for instance, those who are involved in providing the accommodations, or those who are responsible for the educational environment). If a faculty member or a student has any questions about specific accommodations, he/she may contact Dr. Shoop directly. All documentation and official correspondence concerning a student's disability are kept in a separate, confidential file in Medical Education's Central Academic and Learning Services.



Clinical faculty (e.g. clerkship directors) who have occasion to write student evaluations at the end of clerkships must be careful not to breach the confidentiality afforded students with disabilities. Written evaluations, which may be excerpted in the Dean's Letter or seen by others outside the Geisel community, should not mention disabilities or accommodations for disabilities in any way. Once a student has been approved for specific accommodations by CSD, and has subsequently received those accommodations, that student should be held to the same essential performance standards as all other students. Therefore, clinical faculty should focus strictly on the student's performance in all these evaluations. With regard to letters of reference solicited by students, faculty members may mention a disability IF the student gives prior written permission for them to do so.

The Geisel School of Medicine does not notify potential residency programs or other employers about student disabilities without specific permission from the student. Since students with disabilities, once accommodated, are held to the same standards as other students, we do not make notation of any kind on the transcript or in the official Medical Student Performance Evaluation (MSPE).

Emergency Evacuation

Those students with concerns about evacuating in the case of an emergency should contact Dr. Shoop to develop a personal plan for safety. This also pertains to students who have not needed to request accommodations for their impairment or disability, but who believe a fire or other emergency might necessitate special assistance. Dartmouth's comprehensive emergency plan is located at the following URL:

<http://www.dartmouth.edu/~news/emergency/guide/assistance.html>.

Summary

- Geisel School of Medicine does not discriminate against students with disabilities.
- Students with disabilities have both rights and responsibilities.
- All students must be able to meet the [Essential Standards for Matriculation, Promotion, and Graduation](#) including the Standards for Capacity, with or without reasonable accommodation.

- Specific accommodations for a disability are explored on an individual basis once a student makes that request and provides acceptable documentation.
- Requests for accommodation must be made by an initial contact to Glenda H Shoop in Medical Education's Central Academic and Learning Services.
- The CSD gives official approval regarding disability status and accommodation.
- The particular needs of each student, as well as the essential components of each course and clerkship, are taken into careful consideration when determining accommodations.
- Whereas Geisel may not always be able to meet every accommodation preference a student expresses, it does its best to arrive at solutions that work well for students.
- Disability information is considered private, and is shared only with those who have an educational interest within the Geisel system.
- Support is available throughout a student's course of study to coordinate accommodations, answer questions, help with learning and performance strategies, resolve problems, and provide supportive counseling.
- All efforts are made to educate faculty, providing information and helping them understand disability issues more thoroughly.

For additional information, please go to the webpage

https://geiselmed.dartmouth.edu/ed_programs/ed_services/sas/ Or contact one of the resources below:

Learning Support and Services

Dartmouth's Academic Skills Center
224 Baker Library
Carl Thum, Ph.D.
Carl.P.Thum@Dartmouth.EDU
603-646-2014

Tutoring

Central Learning and Academic Services
Geisel.Tutoring@Dartmouth.edu

Geisel's Student Accessibility Services

Glenda H. Shoop, Ph.D.
Glenda.H.Shoop@Dartmouth.edu
603-650-1214

Student Needs and Assistance Program (SNAP)

Medical students are subject to the same illnesses as the general population. They may become impaired, for example as a result of substance abuse or emotional difficulties, and thus unable to perform their duties as a medical professional. This is an area of increasing concern for both state and national medical societies and medical schools. While most individuals who experience personal difficulties seek out solutions or professional help on their own, there are some who will

not seek help even when it is in their own best interests and even though they may be endangering themselves and/or their patients. In order to handle such situations, Geisel School of Medicine has established the Student Needs and Assistance Program (SNAP), made up of a committee of students, faculty and staff. The purpose of this Committee is to handle problematic situations that arise with students and to organize educational programs around issues of impairment.

The SNAP committee consists of two student representatives per class and two faculty advisors. Students serve for the duration of their education at Geisel School of Medicine. The second-year representatives assume responsibility for the first-Year class until the first-year elections take place after the fall term. The faculty advisors are individuals knowledgeable about substance abuse and mental health issues and are appointed by the Dean.

Policies and Procedures:

Any person who has just cause for suspecting that a medical student may be impaired, or who would like to anonymously discuss a situation of possible impairment, can and should enlist the assistance of a member of the Committee. The initial contacted Committee member may notify other members of the group and/or a faculty advisor to discuss the case and to determine what action needs to be taken. Possible actions include but are not limited to meeting with the student in question, providing informal support, and assisting that individual with getting formal treatment by an appropriate professional. Every attempt is made to keep all information gathered by the committee confidential but there are circumstances that may by law or College policy require reporting to another body. Members of the SNAP committee do not provide formal treatment and do not keep formal records. They may monitor recommended treatment if needed and in some cases non-compliance with this treatment can lead to communication with the Associate Dean of Student Affairs and Services. Most often, when the impaired student cooperates with the directives of the Committee no such reporting is required. If a situation involves a graduating student, the Committee may report a “continuing” case to an appropriate monitoring body (state medical societies, impaired physician’s committee of the hospital where the student intends to practice, etc.).

Additional Resources

I WANT HELP!!

Contact any of the following resources and they will either provide or direct you to counseling, medical help, and information on how to get confidential treatment and support:

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

Counseling and Human Development 646-9442

Counselor-on-Call

646-9440 During the fall, winter, and spring terms

646-4000 During summer term and breaks

Dean-on-Call

For emergencies during normal business hours, please contact the Office of Student Affairs at 603-650-1509. For after-hours emergencies, the Dean-on-Call list can be found on the Geisel website at http://Geiselmed.dartmouth.edu/students/resources/pdf/dean_on_call.pdf. You may also contact Safety and Security or the Health Service at Dick's House after hours.

Dick's House 646-9400



SECTION IX



Student Organizations and Information

Student Organizations

The College understands that there may be situations where student organizations have needs that are greater than can be met by the usual on-campus funding sources. In these cases, student organizations are permitted to raise funds under the following guidelines. Remember – you represent Dartmouth College, and should in all ways present yourself and your organization in a professional manner.

Earning Money

Organizations are encouraged to earn money and in some cases are able to use the DASH system to support sales. To learn more about using DASH see the administrator in charge of DASH in the department that recognizes your organization. We do not have any system to support credit card sales by student organizations at the present time. Checks should be made payable to Dartmouth College. Remember to deposit all cash and checks immediately by bringing them to Collis 303. COSO organizations must fill out DASH sheets and to record students' 9-digit DASH number, not their student ID number, to complete payment.

- *Sales Locations:* Recognized student organizations may sell from tables in Collis, Novack, or Rocky Overhang. To reserve a place in Collis, please email Collis Reservations. It is prohibited for an organization to represent any non-Dartmouth vendors (i.e. trying to sign up for a credit card in exchange for a payment to the organization).
- *Use of the Dartmouth Name:* Any items with the Dartmouth name or its logo must be approved before they are created. Inquire at the Office of the General Counsel for approval, 63 South Main Street; Suite 301 here in Hanover.

Asking for Money

You must bring any gifts received to your recognizing department to ensure that they are properly recorded and that a tax receipt is sent to the donor. Remember to also send a prompt thank-you note.

- *From Alumni/Parents:* This is NOT ALLOWED. The College forbids broad-based solicitation of alumni/ae and/or parents by student organizations, for reasons you will come to appreciate upon graduation. If you know specific individuals, however, that have shown an interest in your organization you are welcome to keep them informed about your organization's activities. If this should prompt an individual to offer you a donation you may accept it. Checks should again be made payable to Dartmouth College. Bring any donations to your recognizing department immediately, and send a timely thank-you note.
- *From Local Businesses:* you are free to ask local merchants for donations in the form of checks or merchandise. Bear in mind, though, that local vendors have been solicited for donations repeatedly – so be professional, ask for a manager, have a written proposal and remember to follow up with a thank-you note within a week.
- *From National Corporations:* offices or stores of national (or international) corporations

may be approached at the local level. An example would be asking the store manager of Starbucks for a donation – this is allowed. If you want to ask a national corporation at the corporate level for a donation you must first speak with Director of the Collis Center.

Geisel Student Government Party Guidelines

The following is a list of guidelines for the Geisel Student Government (Geisel SG) and Social Chair to follow when hosting **Student Government funded** social events. While these guidelines are not policy, they should be adhered to at all times. *Exceptions may be obtained only by written permission from the Social Chair or the President of Student Government, and the Associate Dean of Student Affairs and Services.*

When planning Geisel SG-hosted social activities that involve alcohol, it is the expectation that students enjoy themselves responsibly. In addition, Geisel-SG hosted social activities should generate a sense of community, foster relationships with other graduate schools and support responsible socializing among graduate students.

- 1) For significantly larger parties (i.e. over 200 in attendance), a ticket system must be administered. This will help to ensure that those in attendance are in fact invited and/or directly related to a Dartmouth graduate/professional student. In essence, a ticket system will assist with controlling the number of participants at an event.
- 2) For significantly larger parties (i.e. over 200 in attendance), at least one Geisel faculty member and/or administrator must be invited to serve as extra support to ensure that students enjoy themselves responsibly.
- 3) The appropriate paperwork should be filed with the Associate Dean of Student Affairs and Services at least 3 days prior to the function when Student Government funds are requested for a party.

4) **Regarding Alcohol:**

*Please note that the newly revised alcohol policy for the college approves of beer and wine in place of liquor.

There shall be at least 2 alcohol monitors for every 75 people. For example:

1-75	2 alcohol monitors
76-150	4 alcohol monitors
151-225	6 alcohol monitors (etc.)

When another graduate school (e.g., Thayer, Tuck, and/or Arts and Sciences) is invited to a Geisel-SG-hosted social function, that school must provide alcohol monitors of their own, in order to patrol their fellow graduate students. This will ensure that the monitors are familiar with their fellow classmates. If the graduate school’s policy regarding alcohol monitors is less than the number stated above, it is expected that the graduate school will comply with the Geisel guidelines.

All alcohol monitors will have reviewed the alcohol policy and confirmed that they are comfortable “monitoring” their classmates. Permission for events that are planned off campus

that include alcohol must be approved by either the Chief Operating Officer (COO) or the Dean of the Medical School. Students should allow **a minimum of 3 weeks** for approval and avoid renting outside space until approval has been made. These events follow the standard paperwork for any Student Government party.

Permission for events that are planned on campus that involve a common alcohol source (kegs or punches) requires a letter from the Dean or COO. A standard signed letter from the Dean is available in Student Affairs. **This letter is only valid when it is cosigned by a Dean in Student Services.** These events follow the standard paperwork/procedures for any Student party.

*Dartmouth College does not allow common sources of alcohol (kegs and punches for example) but notes that exceptions to this rule may be granted by the Deans of graduate or professional schools.

*This “standard letter” also grants exception to the rule that no college funds designated for student activities may be used to purchase alcohol. The Dartmouth College policy notes that exceptions to this policy can also be granted by the Deans of the graduate and professional schools.

Dartmouth College and thus Geisel prohibits “Commercial delivery of alcohol to individual students or student groups at Dartmouth.”

