



Dartmouth  
GEISEL SCHOOL OF  
MEDICINE



## **STUDENT POLICY HANDBOOK 2019-2020**

Dear Students,

It is our sincere hope that you enjoy this edition of the Geisel School of Medicine Handbook. It contains information about resources, general policies, academic regulations and valuable advice about succeeding in medical school. These policies are evaluated on an annual basis and students will be made aware if any changes are made during the academic year. As a Geisel student, it is your responsibility to familiarize yourself with the contents of this Handbook. The information contained within is intended to provide you with basic information; please refer to the appropriate policy link for specific information about each topic. As always, utilize your faculty and advising staff as resources for advising assistance. They are the experts and can help to answer questions and support your individual goals.

The Office of Student Affairs has received assistance from many departments regarding the information in this edition and we are grateful for their contributions. Students who would like additional information concerning topics addressed in this Handbook are encouraged to contact the Associate Dean for Student Affairs. Geisel reserves the right to alter, change or amend these policies at any time and without prior notice. This edition of the Handbook supersedes any of the information previously published in print or online and is subject to change.

If you should have comments or contributions to add to future editions, please send an email to [Geisel.Student.Affairs@Dartmouth.edu](mailto:Geisel.Student.Affairs@Dartmouth.edu)

Much success to you and enjoy the Handbook!

Taryn C. Weinstein, M.S.  
Director of Student Affairs

## **Geisel SOM Student Handbook**

### **Notice of Non-Discrimination**

<https://sexual-respect.dartmouth.edu/policy/notice-nondiscrimination>

**Our Mission, Vision and Values** - <https://geiselmed.dartmouth.edu/about/mission/>

### **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 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.

### **Geisel School of Medicine Diversity Mission**

<https://geiselmed.dartmouth.edu/about/diversity/>

### **Hippocratic Oath**

We share with you below the Hippocratic Oath that is recited by Geisel graduates at the Class Day Ceremony (graduation). It should serve as a guide throughout your medical school training and professional career as to the personal and professional qualities expected of you.

*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.*

## **CONTACTS AND RESOURCES**

Office of the Dean - <https://geiselmed.dartmouth.edu/dean/>

Office of Medical Education - [https://geiselmed.dartmouth.edu/admin/med\\_ed/](https://geiselmed.dartmouth.edu/admin/med_ed/)

- Greg Ogrinc, MD, MS, Senior Associate Dean for Medical Education - <https://geiselmed.dartmouth.edu/faculty/facultydb/view.php?uid=1459>
- Virginia Lyons, PhD, Associate Dean for Preclinical Education - <http://geiselmed.dartmouth.edu/faculty/facultydb/view.php?uid=3236>
- John F. Dick, III, MD, Associate Dean for Clinical Education - [https://geiselmed.dartmouth.edu/admin/student\\_affairs/support/curriculum.shtml](https://geiselmed.dartmouth.edu/admin/student_affairs/support/curriculum.shtml)

Office of Student Affairs - [https://geiselmed.dartmouth.edu/students/about/staff\\_information/](https://geiselmed.dartmouth.edu/students/about/staff_information/)

Dean On-Call Schedule 2019-2020 -

[https://geiselmed.dartmouth.edu/students/student\\_info/current/pdf/dean\\_on\\_call.pdf](https://geiselmed.dartmouth.edu/students/student_info/current/pdf/dean_on_call.pdf)

Office for Diversity, Inclusion and Community Engagement (DICE) –

<https://geiselmed.dartmouth.edu/dice/home/our-staff/>

Office of Clinical Education - [https://geiselmed.dartmouth.edu/admin/clinical\\_ed/](https://geiselmed.dartmouth.edu/admin/clinical_ed/)

Office of the Registrar - <https://geiselmed.dartmouth.edu/admin/registrar/>

Educational Resources

- Biomedical Libraries - <http://www.dartmouth.edu/~library/biomed/>
- Education Services - [https://geiselmed.dartmouth.edu/ed\\_programs/ed\\_services/](https://geiselmed.dartmouth.edu/ed_programs/ed_services/)

Student Financial Aid / Counseling - [https://geiselmed.dartmouth.edu/admin/fin\\_aid/](https://geiselmed.dartmouth.edu/admin/fin_aid/)

Medical Student Coaching - <https://geiselmed.dartmouth.edu/students/advising/coaching/>

Wellness Program

- Student Needs and Assistance Program (SNAP) - <https://geiselmed.dartmouth.edu/students/programs/snap/>
- Connections site - <https://dartmouth.instructure.com/courses/1080>

Career Advising

- AAMC Careers in Medicine (CiM) - <https://www.aamc.org/cim/>
- Geisel Career Roadmap - <https://dartmouth.instructure.com/courses/1081>

Student Health and Personal Counseling - <http://www.dartmouth.edu/~health/>

Information Technology

- Geisel ITS <https://geiselmed.dartmouth.edu/oit/>
- Dartmouth ITS <https://itc.dartmouth.edu/>

DACA Resources at Dartmouth – <http://www.dartmouth.edu/~ovis/daca.html>

## **CONTACTS AND RESOURCES**

Geisel Facilities - 603-650-1713

Alumni Relations - <https://dhmcalumdev.hitchcock.org/>

Fiscal Office - <https://geiselmed.dartmouth.edu/admin/fiscal/>

DHMC Medical Center - <http://www.dartmouth-hitchcock.org/>

- DHMC Security – 603-650-7896
- DHMC Main Number – 603-650-5000

VA Hospital (WRJ, VT) – <https://www.whiteriver.va.gov/>

General Contacts and Resources:

- Campus Transportation Services (Parking)  
<https://www.dartmouth.edu/~fom/services/parking/>
- Campus Security - <https://www.dartmouth.edu/~security/who/>
- Campus Security - 603-646-3333 (emergency) or dial 911 (for local Police/Ambulance)

*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.*



## **ACADEMIC INFORMATION**

### **The MD Curriculum**

The curriculum at the Geisel School of Medicine is divided into three phases. Foundations of Medicine (Phase 1) is the preclinical portion of the curriculum that spans the first 18 months. Clinical Immersion is the second phase, during which students complete most of their core clerkship rotations. Exploration and Differentiation (Phase 3) is the final stage of the curriculum that provides time for students to prepare for their chosen field and complete a capstone project.

### **The Learning Environment**

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.

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.

Core Competencies - [https://geiselmed.dartmouth.edu/admin/med\\_ed/pdf/competencies.pdf](https://geiselmed.dartmouth.edu/admin/med_ed/pdf/competencies.pdf)

### **The Grading System and Student Promotion**

All courses during Phase 1 of medical school are graded Pass/Fail. Clerkships and most electives in Phases 2 and 3 are graded Honors, High-Pass, Pass, or Fail, except the Phase 3 capstone course which is graded Pass/Fail.

During Phase 1, no formal rank list is generated. Student promotion is based only on the student's total academic record (courses passed, and courses failed) and professional conduct. At the end of Phase 2, it becomes necessary to generate a more detailed academic profile of each student that includes standing within the class. For example, Alpha Omega Alpha (AOA) the national medical honor society, begins to select members at the end of Phase 2 and students are eligible if they are within the top quarter of the class academically. Additional criteria that influence AOA selection include citizenship, leadership, character, and community service.

At the end of Phase 3, the top quarter of the class is eligible to graduate from Geisel with honors.

The relative academic position of each student is based on the number of Honors in the six core clerkships in Phase 2.

Each student must complete the entire MD curriculum in order to graduate. Most students complete the curriculum in 4 years, although some take more time. 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). Students must complete each phase of the curriculum before moving on to the subsequent phase. The decision to promote students from one phase to the next is made by the Committee on Student Performance and Conduct (CSPC).

Each course and clerkship have requirements for completion established by the course leader(s). 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. If coursework has not been completed by the end of the course or clerkship due to an unavoidable situation, for example absence due to an acute illness or family crisis, then a temporary grade of Incomplete may be awarded to give the student time to complete pending assignments or tasks.

[CSPC Policy Guidelines for Pre-Clinical Course or Clerkship Failure](#)

[Eligibility for Graduation Policy](#)

## **The Medical Student Performance Evaluation (MSPE)**

The Medical Student Performance Evaluation (MSPE) is a structured summary evaluation intended to provide residency program directors an honest and objective summary of a student's salient experiences, attributes, and academic performance. This letter is one component of the residency application. The Association of American Medical Colleges (AAMC) provides a standardized template for schools to use when drafting letters; guidelines may be found here: [www.AAMC.org](http://www.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 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.

## **Student Attendance**

[Pre-Clinical Attendance Policy](#)

[Clinical Attendance Policy](#)

[Assessment Attendance Policy](#)

[Policy on Weather and School Closing](#)

[Geisel Transportation Policy](#)

## **Clerkship Policies and Expectations**

### **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.

## **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 advanced 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 events that 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.

[Sub-Internship Policy](#)

[Clerkship Director contact list](#)

[Special Requests for Clinical Rotation Placement Policy](#)

[Invasive Procedure Policy](#)

[Clinical Diversity Policy](#)

[Geisel Housing Policy](#)

[Clerkship Grading Policy](#)

[NBME Subject Exam Grading Policy](#)

[Grade Appeal Policy](#)

[Medical Student Work Hour Policy - Clinical](#)

[Scrub Attire Policy](#)

[End of Clerkship Policy](#)

## **Policy on NBME Subject Matter Exam Disruptions**

A student will have a means by which to petition for an exam retake if he or she experiences a significant disruption after the test has begun (that is not under his/her control). 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.

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

## **Academic Records**

### **Office of the Registrar**

[Student Education Records and Personally Identifiable Information Policy](#)

[Registration Policy](#)

[Electives & Sub-Internships Late Fee Policy](#)

[Name Change Policy](#)

### **Student Statuses**

[Full-Time Status / Good Standing Policy](#)

[Academic Scholar Year Policy](#)

[Split Year 1 + 2 Policy](#)

[Split Year 3 + 4 Policy](#)

[Leave of Absence Policy](#)

[Withdrawal Policy](#)

### **Separation from the Medical School:**

From time to time, it may become necessary for the Committee on Student Performance and Conduct (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 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 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 Financial Aid 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.
- Regarding 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.
- Regarding 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, if 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, students may elect to purchase an Extension of Eligibility (EOE) for up to 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.
- Regarding 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:**

Suspension is similar to the separation process with the difference being 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.

## **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.

## **USMLE Related Policies**

[United States Medical Licensing Exam \(USMLE\)](#)

[USMLE Step 1 Policy](#)

[USMLE Step 2 Policy](#)

## **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 based on individual performance, rather than on any personal convictions or preferences.

#### [Notice of Nondiscrimination](#)

Note: Any reference to Nondiscrimination must be directed to <https://sexual-respect.dartmouth.edu/policy/notice-nondiscrimination>

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

#### [Title VI of the Civil Rights Acts of 1964 Policy](#)

#### [Policy on Standards of Conduct Teacher-Learner Relationship](#)

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.

#### [Academic and Personal Conduct Policy](#)

### **Policy and Procedures for Reporting Conduct Lapses**

#### ***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 one of the following:

Greg Ogrinc, MD  
Senior Associate Dean for Medical  
Education Remsen Building, Room 305C  
650-1789

Associate Dean of Student Affairs  
Remsen Building, Room 303  
650-1509

Virginia Lyons, PhD  
Associate Dean for Preclinical Education  
Remsen Building, Room 237B  
650-1745

John Dick, MD  
Associate Dean for Clinical Education

Rubin Level 4, Room #46018, DHMC  
650-8802  
650-1509

Shawn O'Leary  
Director of Multicultural Affairs  
Remsen Building, Room 333  
650-1553

### [SNAP Class Representatives](#)

These individuals serve as important first-line resources to our learners, are aware of the procedure for addressing an individual's concern and will be able to provide guidance. Please note that students may choose to discuss or report an interaction or event to a SNAP student representative (Student Needs and Assistance Program). In some situations the student representative may seek guidance from the [SNAP faculty advisor\(s\)](#). Learners will be assured that complaints can be reported and investigated without fear of retaliation. Reporting is always an option available to the learner.

Although the individuals listed above are first line resources 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.

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.

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 incidents involving weapons). If the reported incident involves a mandatory report to legal authorities, the above faculty will work with the Dean's Office to meet all legal obligations. Reports involving sexual assault, gender-based harassment, domestic violence, dating violence, and stalking will also be reported to the Title IX Coordinator.

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

Students may report the incident to any of the individuals listed in section A, who will relay it to the appropriate institutional department or program. For incidents that occurred at DHMC, students may also call the anonymous Compliance Helpline: (888) 422-2084. This number is staffed 24 hours a day, seven days a week. Information regarding the Compliance Helpline is available on the [website](#).

### ***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. 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 should use the same resources mentioned in section B above to make a report.

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

The student is encouraged to report incidents of inappropriate role modeling to any of the individuals identified in Section A or the DHMC toll-free Compliance Helpline at (888) 422-2084.

### **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.

The honor code outlined below is central to the culture of the Geisel School of Medicine at Dartmouth.

#### ***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.

#### ***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 Chairperson of the Committee on Student Performance and Conduct (CSPC). Failure to make a report to the 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 CSPC Chairperson. The Chairperson 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](#) 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 CSPC chair before considering utilizing this supplemental option.

## Personal Conduct

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

- 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 student 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 the CSPC.
- No student shall furnish false information to the medical school with intent to deceive.
- No student shall forge, alter or misuse any medical school documents and records.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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, even if you don't 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.
- 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: 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:
      - Only Geisel medical students are allowed in the on-call rooms. No more than one person per room.
      - Sign your name on the white board in hallway indicating what room you plan to occupy.
      - Do not leave medical refuse (alcohol wipes, syringes, etc.) in rooms.
      - No food or drink in the rooms.
      - Be considerate and respectful of others.
      - 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 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. You may 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.*
- 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.
  - Students are expected to treat patients with the utmost dignity, courtesy, and respect at all times.
  - 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.
  - Medical students are permitted in clinical laboratories as part of regular academic experiences.
  - Medical students must keep their hospital computer system passwords confidential.
  - No student shall misappropriate or maliciously destroy, damage, or misuse personal property of institutions providing facilities for medical students.
  - No student shall misuse or abuse the institutional electronic mail system privileges.
  - 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.

## Professionalism at Geisel School of Medicine

Our students are held to the highest standards of professional conduct. Behavior that is not professional will not be tolerated. To guide growth in professional behavior in our students at the Geisel School of Medicine we have instituted the following policy: [Professionalism Policy](#) and [Professionalism Recognition and Remediation Policy](#)

### **Dartmouth College Hazing Policy**

<http://student-affairs.dartmouth.edu/policy/hazing-policy>

This policy 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.

### **Dartmouth College Use of Alcohol Policy**

<https://student-affairs.dartmouth.edu/policy/alcohol-and-drug-policy>

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 policy may be viewed in detail through the link above.

### **Dartmouth College Sexual and Gender-Based Misconduct Policy and Procedures**

<https://sexual-respect.dartmouth.edu/compliance/dartmouth-policies-procedures>

### **Dartmouth College Sexual and Gender-Based Misconduct Policy**

<https://sexual-respect.dartmouth.edu/policy/dartmouth-college-sexual-and-gender-based-misconduct-policy>

### **Dartmouth College Discussion of Consent**

<https://www.dartmouth.edu/consent/>

### **New Hampshire Law**

[New Hampshire RSA 632-A](#) establishes three categories of sexual assault and related offenses.

### **Unified Disciplinary Procedures for Sexual Assault by Students and Student Organizations**

<https://sexual-respect.dartmouth.edu/>

### **Dartmouth College Title IX**

If you or someone you know has experienced sexual misconduct, please know that there are resources at the College that can help. To review available resources, please visit the Sexual Respect website at <https://sexual-respect.dartmouth.edu/reporting-support/title-ix-resources>. The website identifies both Confidential and Private Resources. The College is committed to safeguarding the privacy of every reporting and responding person. We understand that privacy concerns are particularly relevant in the medical education context. If an individual seeks full confidentiality, they may choose to contact any of the confidential resources.

Any staff or faculty member who is not a Confidential Resource is required to promptly share a disclosure of sexual assault, sexual or gender-based harassment, dating or domestic violence, or stalking, including all the details known, with the Title IX Coordinator. When a Private Resource contacts the Title IX Coordinator about a disclosure, the Title IX Coordinator responds by reaching out to share resources and support. This contact is intended to connect the reporting person with important information about rights and options.

The Title IX Coordinator's role is to make sure that all parties in an incident of sexual misconduct are afforded relevant resources and reporting options and to facilitate implementation of accommodations. The fact that sexual misconduct has been reported to a private resource does not necessarily mean that the matter will be investigated. The Title IX Office will discuss the possibility of/need for an investigation with the reporting person as part of the process.

## **Committee on Student Performance and Conduct (CSPC)**

[CSPC Charge and Membership](#)

[CSPC Voting Rules](#)

[CSPC Policy Guidelines for Pre-Clinical Course or Clerkship Failure](#)

[CSPC Policy to Appeal a Decision](#)

[CSPC Policy on Separation or Suspension of a Medical Student](#)

### **CSPC Procedures for issues related to student conduct**

- 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 DHMC, relevant laws and regulations, and usual societal standards of responsible adult behavior.
- 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 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.).
- 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 only by a fellow student. In such a case, the student alleging this misconduct may contact either the CSPC, or the [Student Government Vice President\(s\) of Academics and Honor](#) (the choice is up to the student who is reporting the behavior). 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 misconduct to the proper legal authorities.)
- Once a concern about a student's conduct is brought to the Chair of the CSPC, a two-step process will be initiated as quickly as possible. The first step (in all cases) will be a quick review by a small ad hoc committee (described below). When warranted, a second step shall consist of a formal hearing before the full Committee.
- For each allegation of student misconduct, an ad hoc group may be appointed at the discretion of the Chair. 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 student's file in the registrar's office to be purged at the time of graduation. 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 written warning 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.

- 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 any 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 three days before the hearing. Both the accuser and the accused may be asked to submit written summaries 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.
- 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 case. In the past, actions have included suspension, required leave of absence, separation, or other less severe penalties.
- The CSPC should proceed in such cases first by voting on whether misconduct occurred. If the finding is that misconduct did occur, then the committee will move on to consider and vote on possible appropriate actions.
- 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.
- If a student is found guilty of misconduct, and a subsequent vote is taken to either suspend or separate the student, then that motion must be approved by 2/3 or more of voting members present to pass.
- 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.

Approved by the Dean on 6/27/12

Approved by the Faculty Council on 10/4/12

## **Finances and Insurance**

[Financial Aid Office](#)

[Student Expense Budget 2019-2020](#)

[Financing Medical School Brochure](#)

[Student Fees Policy](#)

[Student Account Statements and Payment Policy](#)

[Tuition Refund Policy](#)

[Disability Insurance Policy](#)

[Liability Insurance Coverage Policy](#)

[Health Professions Scholarship Program and Active Duty Time Policy](#)

### **Financial Aid Policies**

[Geisel School of Medicine Financial Aid Policy](#)

[Financial Aid Budget Policy](#)

### **Financial Aid 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 currently, 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.

## **General Policies**

### **[Student Funding Request Policy](#)**

#### **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 learning or improve a course. 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.

#### **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 are considered a vulnerable population.

For questions please contact [Greg Ogrinc, M.D.](#), Senior Associate Dean for Medical Education in the Office of Medical Education.

## **Dartmouth College Institutional Policies**

[Dartmouth College International Travel Policy](#)

[Dartmouth College Copyright Policy](#)

[Dartmouth College Student Organization Fundraising Policy](#)

[Dartmouth College Privacy Policy](#)

[Dartmouth College Pet Policy](#)

[Dartmouth College Driver Policy](#)

[Sleeping Overnight in Non-Dormitory College Buildings](#)

## Facilities

### **Student Facilities in the Remsen Building**

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 Student Affairs Office by emailing [Geisel.Student.Affairs@Dartmouth.edu](mailto:Geisel.Student.Affairs@Dartmouth.edu).

#### 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 Student Affairs Office, the Office for Diversity, Inclusion and Community Engagement (DICE), and Geisel Financial Aid. Please note staff and their office locations below:

Associate Dean for Student Affairs, #303  
Taryn Weinstein, #336A  
Caitlin Maher, #302A  
Tina Hoisington, #301

Michelle Chamley, #334  
Margot Gueldenzoph, #302  
Shawn O'Leary, #333  
Minnie Slater, #335

Also, on Remsen 3 are offices for Medical Education, On Doctoring, and Learning Services, along with a variety of small group rooms.

#### 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 Event Management System (EMS). Many of the faculty members in the Department of Medical Education have offices on Remsen 2.

#### Security / Keypad 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 keypads on the door entrances. The doors with keypads are:

Remsen 3 - Mud Room, inner door to lounge  
Remsen 2 - exterior stairwell - door, at bottom of stairs  
Game Room – level 2

The access codes are confidential. For your security, these codes will be changed periodically; you will be notified via e-mail of any changes.

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. Also note that the lounge is not a space that can be reserved for private functions, smoking is prohibited, and pets must be on a leash and directly supervised by their owners always. Additional details on pets may be found under the [Dartmouth College Pet Policy](#).

## **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 not permitted inside 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 mudroom. Any bikes found will be confiscated without warning.

## **Lockers**

Preclinical student lockers are located in several places: Vail level 2 outside Chilcott Auditorium, Vail 200E, Remsen 103 and Remsen 104. Students will be assigned a locker to use during Phase I and are responsible for providing their own lock.

During Phase II and III, students will have access to lockers at DHMC.

[Lockers Policy - DHMC](#)

## **Kitchen**

The Remsen Level 3 kitchen has microwaves, a toaster oven, a 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 Space**

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 Remsen level 2 (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 and 3**

Be respectful of departmental offices and small group teaching space on Remsen Level 2 and 3. Noise should be kept at a reasonable level.

## **Use of Dartmouth-Hitchcock Medical Center Facilities**

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

### **[DHMC Photo ID Policy](#)**

### **[DHMC Smoking Policy](#)**

#### **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

#### **DHMC Pet Policy**

Due to 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 many conference rooms that may 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. The intent is to provide all students with a place to call their own and to use 24 hours a day. Noise levels must be kept to reasonable levels. Please remember you are in a health care facility so we expect that you will act appropriately.

Also located here is a Wellness Center for M3 and M4 students, kitchen facilities (microwave and refrigerator), as well as a lounge equipped with a TV, telephone and fax machine. It is up to you to keep this space clean and neat. The phone/fax machine number is 603-650-8635. Please note the telephone and fax machine are supported by the Student Activity Fee and were implemented for medical student use. The lounge area is accessible 24/7.

#### **Lounge Security / Keypad Code**

There is a keypad 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. 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 have seven (7) seconds to open the door. Visitors are welcome if they are accompanied by a student.

Students may bring issues or concerns regarding this facility to the attention of the Student Affairs Office by emailing [Geisel.Student.Affairs@Dartmouth.edu](mailto:Geisel.Student.Affairs@Dartmouth.edu).

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

### **Computers**

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

### **OOPS Line – DHMC Housekeeping Department**

If you spill food/drink in the Zimmermann Student Lounge area, please call the OOPS Line at 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.

## **Health and Wellness Services**

The [Student Affairs Office](#) located in Remsen is the primary contact for medical students to bring their question/issues. The staff 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. Referrals are made to various resources or services as needed. The [“Map of Where to Turn”](#) lists many of these resources, including support for 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. - 5:00 p.m.

### **Geisel Wellness Coordinator**

The Wellness Coordinator oversees Geisel wellness groups, initiatives and programs through the Office of Student Affairs. These groups and initiatives include the Student Needs and Assistance Program, Wellness Representatives, Geisel Yoga, Brain Food, Weekly Wellness Listserv, Geisel Student Mental Health Charter Group, Mental Health First Aid Ambassador Program, and various student-run wellness groups. The Wellness Coordinator can meet with Geisel students to discuss their wellness needs, offering guidance towards resources both on-campus and within the community. The Wellness Coordinator also works closely with Dr. Matthew Duncan, the Clinical Director of Integrated Care for the Dartmouth-Hitchcock Health System, in effort to increase mental health care accessibility and expand mental health care modalities for Geisel students.

### **Guidelines on Targeted and Restricted Programs**

Programs, activities, facilities, and organizations that fall under the responsibility of the Office of Student Affairs and DICE 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, the 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 beyond. The Health Service Office (known as Dick’s House in memorial to Richard Drew Hall ’27) is located at 5-7 Rope Ferry Road, an extension of North Main Street.

### **Medical Services**

Dick’s House offers many [medical services](#) to students ranging from preventative care and women’s health to travel health. For medical appointments call 603-646-9400. If you need assistance to get to the Health Service call the [Safety and Security Office](#).

Students will find many of their health care expenses at the College Health Service are 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](#) 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.

### **Student Health Insurance Coverage Requirement**

#### [Student Health Insurance and Conflict of Interest Policy](#)

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 in the fall term is July 1st. For students starting in winter, spring, or summer terms the deadline is the first day of the term. Students who involuntarily lose their health insurance coverage may enroll again. Enrollment must occur within 31 days of termination.

Questions about the College insurance requirements should be directed to the [DSGHP Office](#).

### **Personal Counseling**

Dartmouth Health Service offers active students a variety of confidential 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. 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](#).

### [Pharmacy Services](#)

#### [General Health and Immunizations Policy](#)

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](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 participation in 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 our 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.

#### **Influenza Waiver Policy**

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 will provide 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. 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 and 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 Policy**

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. The 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. 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 7:30 a.m. until 4:30 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 the 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 so consult 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 when there is an emergency, the student 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 online 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 Affairs. The Office of Student Affairs tracks all such incidents experienced by our students at any of our affiliate teaching institutions or at other nonaffiliated teaching sites (such as during off-site electives). Student Affairs will pay for all costs related to occupational exposures that are not covered by a student's insurance. Students should submit the bill of all costs not covered by insurance to Student Affairs who 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 Affairs.
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 Affairs. It is important for students to bring 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 (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. 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) during 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 (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.

If a student sustains acute injuries, then 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 Affairs (603-650-1509). This allows individualization of care and follow-up for unusual /unique exposures and injuries. Student injury not requiring occupational medicine involvement at DHMC, 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. Students may request a personal appointment without going into medical specifics. 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): 448-5922**

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. The WISE advocate is on campus Mondays from 8am-4pm in 37 Dewey Field Road, room 452 and may be seen with or without an appointment.

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/>)

## **Services and Programs**

### **Geisel Office of Student Accessibility Services (GSAS)**

WEB LINK: <https://dartgo.org/geisel-sas>

The Geisel School of Medicine at Dartmouth welcomes students with all types of disabilities into its learning environment. We pride ourselves in giving individualized consideration of each student's abilities, the functional impact of their disability, and program standards in order to devise creative and innovative accommodation solutions to facilitate equal access to students with disabilities.

Being a graduate and professional school, there are some unique aspects of the Geisel educational experience that may be different from the undergraduate experience. These aspects are worth contacting Geisel Student Accessibility Services (GSAS) to have a discussion as you consider what accommodations you might need, and what transition plan you may want to put in place to prepare for academic and clinical experiences at Geisel.

GSAS Office Contact Information:

William (Bill) Eidtson, Ed.D.  
Director  
Email: [William.Eidtson@dartmouth.edu](mailto:William.Eidtson@dartmouth.edu)  
Phone: 603-650-1125  
Location: Remsen 321

**TO QUICKLY SCHEDULE A MEETING WITH DR. EIDTSON USE THIS LINK:** <https://calendly.com/eidtson>

Cori R. Tebbetts, M.S.  
Learning Services Coordinator  
Email: [Cori.R.Tebbetts@dartmouth.edu](mailto:Cori.R.Tebbetts@dartmouth.edu)  
Phone: 603-650-1604  
Location: Remsen 321A

Examples of disabilities include, but are not limited to, hearing, orthopedic/mobility, speech, or visual impairments, cerebral palsy, diabetes, hemophilia, epilepsy, multiple sclerosis, muscular dystrophy, other neuromuscular disease, cancer, psychological disabilities such as depression, anxiety, or bipolar disorder, autism spectrum disorder or social communication disorder, specific learning disabilities (with or without related processing deficits), and ADHD.

Examples of accommodations might include special parking access, additional time for written exams, low distraction testing space, modified lodging arrangements during clerkship rotations, assistive learning devices, captioning services, and notetaking assistance, among other accommodations.

At any point in your schooling at Geisel, if you have a disability, suspect you might have a disability, or have experienced discrimination or harassment due to your disability, please visit the GSAS webpage at <https://dartgo.org/geisel-sas> and contact or stop by the GSAS office right away to have a private conversation. Our door is always open, and the sooner we hear from you, the sooner we can assist. In most instances, only students with current disabling conditions are eligible for accommodations. However, although many students with a temporary illness or injury do not qualify as disabled by law, GSAS will work with the student and affected faculty to support the student's participation. If you are experiencing a temporary illness or injury, please do not hesitate to contact GSAS to see what supports are available.

**Students with known or suspected disabilities must identify themselves to the Director of Learning Support and Student Accessibility Services if accommodations are needed or are being sought.**

For the most up to date information as well as detailed accommodation policies and procedures, please visit the GSAS webpage: <https://dartgo.org/geisel-sas> .

## **Geisel Office of Learning Support**

WEB LINK: <https://dartgo.org/geisel-learnserv>

Geisel Learning Support provides a variety of services to assist you in realizing your individual potential as a medical student including:

- Academic coaching and advising
- Academic skills workshops
- [Peer tutoring](#)
- Peer mentoring
- Assistance with Board and Shelf Exam preparations

For additional information, please [visit the Geisel Learning Support webpage](#): <https://dartgo.org/geisel-learnserv> or contact one of the resources below:

Geisel Learning Support Contact Information:

William (Bill) Eidtson, Ed.D.  
Director  
Email: [William.Eidtson@dartmouth.edu](mailto:William.Eidtson@dartmouth.edu)  
Phone: 603-650-1125  
Location: Remsen 321

**TO QUICKLY SCHEDULE A MEETING WITH DR. EIDTSON USE THIS LINK:** <https://calendly.com/eidtson>

Cori R. Tebbetts, MS  
Learning Services Coordinator  
Email: [Cori.R.Tebbetts@dartmouth.edu](mailto:Cori.R.Tebbetts@dartmouth.edu)  
Phone: 603-650-1604  
Location: Remsen 321A

Geisel Peer Tutoring Program  
Email: [Geisel.Tutoring@Dartmouth.edu](mailto:Geisel.Tutoring@Dartmouth.edu)  
Phone: 603-650-1604  
Location: Remsen 321A

### **[Student Needs and Assistance Program \(SNAP\)](#)**

Medical students are subject to the same illnesses as the general population. They may become impaired due to substance abuse or emotional difficulties and thus unable to perform their duties as a medical professional. 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. 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.

### **Additional Resources**

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 [here](#). You may also contact [Safety and Security](#) or the Health Service at [Dick's House](#) after hours.

## **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 that 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 instances can use the DA\$H system to support sales. To learn more about using DA\$H see the administrator in charge of DA\$H 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 DA\$H sheets and record students' 9-digit DA\$H 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 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 which 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](#)**

### **Policy on Use of 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](mailto:Geisel.Publications@Dartmouth.EDU), with a cc to [Geisel.Student.Affairs@Dartmouth.EDU](mailto:Geisel.Student.Affairs@Dartmouth.EDU).