

Student Status Policy

Matriculated Student Status

To qualify as a matriculated (degree-seeking) student, individuals must formally apply to, be accepted into, and enroll in a Dartmouth master's program.

Master's degree students must complete all requirements within a *maximum* of five (5) years. Failure to complete the work in the specified time period or failure to meet the academic standards of the student's graduate program shall necessitate re-evaluation of the student's progress and may result in a notice of termination.

Special Student Status

Under certain circumstances, an individual who has earned a baccalaureate degree may apply for Special Student Status. Special Students are defined as non-matriculated (non-degree-seeking) students. There is a limit of three courses that can be taken under the Special Student Status.

To apply for Special Student Status the student must meet the course pre-requisites, provide acceptable transcripts, secure approval from the course instructor(s), and confirm availability of space in the course. Note that priority space for classes is given to matriculating students. The student must [submit an application](#) and a \$75 application fee. The application and associated materials will be reviewed and approved/denied by the Admissions Committee before a student may enroll in any coursework.

Special Students must receive a grade of Pass (P) or better in any course before being allowed to register for another course. Special Students may later apply to a master's program, and if admitted, credits earned as a Special Student may be applied to a master's program. There is no guarantee of admission.

Employee Student Status

If accepted into a program as a matriculated or special student, and approved by their supervisor, Dartmouth College employees can register for courses. For benefits purposes, these individuals remain classified by Dartmouth as “employees”, not “students”.

Employees who are enrolled in the MPH and MS programs are not eligible for a Student ID or other benefits associated with being a student. Please check with [Human Resources](#) for details about current Dartmouth College tuition benefits for employees, along with required documentation.

Audit Status

Courses can be audited in only the following programs: *MPH On-Campus, MPH Online & Hybrid, and MS in Health Sciences On-Campus (Health Data Science, Epidemiology, and Medical Informatics)*.

Employees and/or students at Dartmouth College or Dartmouth-Hitchcock Medical Center may request to audit a course. Audit status is dependent on availability of space in the course and approval from the course instructor(s) and the Assistant Dean or delegate.

A person who is neither a matriculated student in a Dartmouth program nor an alumnus of a Health Sciences master’s program must pay a \$250 fee to audit each course. A person who audits a course is responsible for paying course material fees at the time of status approval.

Auditors who hold Special Student Status may audit up to a maximum of 2 courses before matriculating in a graduate program. Auditors will not receive credit or a grade for the course, and there will be no formal record for courses audited. Auditors’ work will not be read or graded by the teaching teams, nor will letters regarding accomplishment or quality of performance be provided.

Auditors will receive access to course materials on Canvas after filing an approved *audit form* with the Registrar. Auditors may not share any course content with anyone outside of the course.

Leave of Absence Status

A Leave of Absence (LOA) status is applicable when a student has been approved for a leave from a program for a period of one academic year, during which time the student is not continuously enrolled each term, not registered for courses or earning credits toward a degree.

Students should communicate with their program director(s) and the Geisel Case Manager for Student Well-Being prior to requesting an LOA for purposes other than for medical reasons. Students pursuing time away for medical reasons should refer to [Dartmouth's Time Away for Medical Reasons \(TAMR\) Policy](#) which Geisel adheres to.

A LOA request must be submitted by email through the [Registrar's Office](#). The request should include the student's full name, Dartmouth ID number, program title, effective start date of LOA, and reason for the LOA request. The request requires review and approval by the Assistant Dean or delegate, the Associate Dean of Student Life, and the Associate Registrar.

An LOA will normally be granted for a period of one academic year. In unusual circumstances, an LOA extension may be allowed on a case-by-case basis. Whenever a student is on an LOA for longer than one year and no communication is received, they may be withdrawn from the program. They may reapply at a later date.

Students on LOA are considered active but not enrolled and cannot audit courses or earn credit towards a degree. An active student maintains their status in the Banner Student System, which allows them to be eligible for most privileges of an enrolled student (e.g. use of Dartmouth email address, access to Dartmouth buildings and library with ID). Students on an LOA are responsible for any charges to their student account (e.g., student health insurance).

It is the students' responsibility to understand how the LOA status will impact them by contacting the following offices:

- Student Financial Services – billing related issues.
- Financial Aid – LOA students are not eligible for financial aid, and loans may go into repayment during the LOA period.
- Dartmouth Student Group Health Plan (DSGHP) - LOA students who have an Active Status in Banner are eligible for coverage and automatically enrolled in the plan every year they are eligible.

- Dartmouth College Health Service (Dick's House) - LOA students who have an Active Status in Banner are eligible for health services through Dick's House.

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