Dartmouth
GEISEL SCHOOL OF MEDICINE

Geisel Document Repository Compliance Policy

Summary of Purpose

This policy ensures that all necessary student documents are uploaded correctly and on time to the Student Document Repository (SDR). By providing clear guidelines, it promotes accuracy, security, and compliance with regulations. The policy aims to streamline record-keeping, maintain confidentiality, and improve administrative efficiency across the institution.

Scope and Applicability

This policy applies to all Geisel MD students and the administrative offices who utilize this document repository.

Definitions

Student Documentation Repository: Geisel's Student Documentation Repository (SDR) is a secure file storage system within Dartmouth College's SharePoint. The SDR allows students and administrators to upload and access documents and complete attestations required for matriculation and the courses and clerkships necessary to complete a medical education at Geisel.

Policy Statement

Geisel Students are required to promptly upload all required documents to the Student Document Repository (SDR) as per the institution's guidelines. Each student is responsible for ensuring the accuracy and completeness of the documents submitted. Access to the SDR is granted solely for academic and administrative purposes, and all users must adhere to the established security protocols.

Failure to comply with the requirement to upload necessary documents to the Student Document Repository (SDR) may result in academic and/or co-curricular consequences, specifically affecting transitions between academic phases, clinical shadowing and/or research opportunities at DHMC. It is imperative that students adhere to this policy to ensure smooth academic progression and administrative processes.

Procedure

Scheduled Intervals: Document upload requests will be sent via email at specific times, including pre-matriculation and during key academic phases, determined by Geisel School of Medicine staff.
Requesting Parties: These requests will come from designated staff in the Offices of Student Life, Registrar, Education (Pre-Clinical and Clinical), and Diversity, Inclusion, and Community Engagement.
Email Content: The email will specify required documents (e.g., academic records, certifications) and provide instructions for formatting and labelling.
Submission Deadline: A deadline will be included for document submission, and students are expected to meet it.
Reminders and Follow-Up: Reminders will be sent if deadlines are missed, and follow-ups may occur for clarification.
Confirmation of Receipt: Once documents are uploaded, the student's checklist will indicate completion by turning from red to green. Any issues will be communicated for correction.
Compliance Monitoring: Relevant offices will monitor compliance, with potential administrative consequences for non-compliance, such as delays, or registration holds.
Document Security: Submitted documents will be securely handled in accordance with institutional policies and data protection regulations.
Support and Assistance: Students needing help can contact Student Affairs, and step-by-step instructions are available for guidance.

LCME Standard

None.

Related Information: Documents, Policies, Links, Etc.

University Documents

None.

Other Documents

None.

Related Links

Student Documentation Repository Upload/Attestation Instructions
Administrative Office(s) Contact List

Policy Administration

Policy Number	UME-OSL-0025		
Reviewed By:	Director, Student Life	**Effective Date:**	May 13, 2024
Approved By:	UME Affairs	**Last Date Approved:**	May 13, 2024

Policy Contact Information

Director, Student Life
Taryn.C.Weinstein@Dartmouth.edu

History

Date	History
May 13, 2024	Policy created and put into effect.
October 16, 2024	Policy reviewed and updated to reflect Office of Student Life name and template

Background

None.