PREFACE

The Tuck Student Handbook is designed to introduce new Tuck students to the policies, procedures, and services of the Tuck School and Dartmouth College, and to serve as a point of reference for ongoing Tuck students. The Tuck Student Handbook is meant to augment the Dartmouth College Student Handbook, which can be accessed at www.dartmouth.edu/~deancoll/documents/handbook/.

We welcome you to come by the MBA Program Office or call 646-3938 should you have any questions about anything in this handbook.

Sally Jaeger
Assistant Dean and Director
MBA Program

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Senior Associate Director
MBA Program
TUCK’S GUIDING PRINCIPLES AND VALUES

- Integrity
- Sense of community
- Respect for each person
- Diversity and inclusiveness
- High standards

Tuck’s aim is to educate leaders, those who succeed by inspiring others to strive and enabling them to accomplish great things. The preceding principles and values guide our strategic decisions and shape the educational programs we offer. Personal integrity and accepting responsibility for one’s actions are the cornerstones of leadership. Through our policies, actions, and teaching we foster integrity among our students, faculty, and staff. People work and learn most effectively through teamwork and within a supportive community. Through our policies, actions, and teaching, we foster a sense of community among our students, faculty, and staff. We honor and value each person in our community as an individual. Everyone in our community benefits from diversity of cultures, nationalities, and races, and we believe that diversity is essential to our overall mission of educating future business leaders. We work to create an environment in which the value of diversity and inclusiveness is understood and celebrated, and we do not tolerate prejudice. By setting high standards, as individuals and as an organization, we achieve excellence in all our endeavors.

DIVERSITY PLAN

As our guiding principles and values make clear, diversity and inclusiveness have been topics of concern at Tuck for many years. Efforts have been in place to increase the number of minority, women, and international students, faculty, and staff and then to create an environment where all can learn, work, and contribute to their full potential. Actions we take to achieve that goal are:

- Articulating the importance of diversity and inclusiveness in the school’s overall strategy statement and then continually reaffirming their value throughout the academic year in both words and actions;
- Actively recruiting minorities, women, international, and other students to form a diverse class of MBA students;
- Actively recruiting a diverse group of faculty and staff;
- Promoting opportunities for community members to interact with diverse groups of people;
- Sharing the resources of the Tuck community and larger business community with diverse groups;
- Supporting individuals and particular groups with specific programs and services;
- Continually offering forums for discussion, dialogue, and education on diversity; and
- Seeking continual feedback on our progress in creating an inclusive community.
DARTMOUTH COLLEGE PRINCIPLE OF COMMUNITY

The life and work of a Dartmouth/Tuck student should be based on integrity, responsibility, and consideration. In all activities each student is expected to be sensitive to, and respectful of, the rights and interests of others and to be personally honest. He/she should be appreciative of the diversity of the community as providing an opportunity for learning and moral growth.

POLICY CONCERNING EQUAL OPPORTUNITY AND NONDISCRIMINATION

Dartmouth College is committed to the principle of equal opportunity for all its students, faculty, employees, and applicants for admission and employment. For that reason Dartmouth does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, or status as a disabled or Vietnam-era Veteran in its programs, organizations, and conditions of employment and admission. (Dartmouth College refers to the entire institution, including the professional schools, graduate programs, and auxiliary activities.)

Executive Order 11246, as amended, prohibits discrimination in employment because of race, color, religion, sex, or national origin and requires affirmative action to ensure equality of opportunity in all aspects of employment. Questions or concerns may be directed to Dartmouth's Office of Institutional Diversity and Equity or to the U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP), J.F.K. Federal Building, Room 612C, Boston, Massachusetts 02203. A complaint must be filed with OFCCP no later than one hundred eighty (180) days from the date of the alleged violation.


Dartmouth has developed an affirmative action plan to carry out the mandate of Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. This plan is administered by the Director of Equal Opportunity and Affirmative Action and may be obtained at the Office of Institutional Diversity and Equity, 6018 McNutt Hall, Room 1, Hanover, New Hampshire 03755-3541, telephone 603-646-3197, Monday - Friday, 8:00 A.M. to 4:30 P.M. Inquiries may also be addressed to the Office of Federal Contract Compliance Programs (OFCCP) (see address above).

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in rate of pay. Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination because of race, color, religion, sex, or national origin. The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination in employment on the basis of age. Questions or concerns about the above three laws should be directed to Dartmouth’s Office of Institutional Diversity and Equity (see address above) or to the Equal Employment Opportunity Commission (EEOC), Boston Area Office, J.F.K. Federal Building, Room 409B, Boston, Massachusetts 02203.
Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Questions or concerns may be directed to Dartmouth’s Office of Institutional Diversity and Equity (see address above) or to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack Post Office and Courthouse, Room 222, Boston, Massachusetts 02109-4557.

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, and 34 C.F.R. Part 106, Dartmouth does not discriminate on the basis of sex in the conduct or operation of its programs or activities (including employment therein and admission thereto). Inquiries concerning the application of Title IX may be referred to Dartmouth’s Office of Institutional Diversity and Equity or to the Office for Civil Rights (see addresses above).

Consistent with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and 34 C.F.R. Part 104, Dartmouth does not discriminate on the basis of disability in admission or access to, or employment in, its programs or activities. The institution’s Disabilities Coordinator, located in 301 Collis Center, Hanover, New Hampshire 03755-3586, telephone 603-646-2014, has been designated to coordinate institutional efforts to comply with the regulations implementing Section 504. Inquiries concerning Section 504 may also be referred to the Office for Civil Rights (see address above).

Dartmouth complies with all applicable sections of the 1990 Americans With Disabilities Act (ADA), which prohibits discrimination against individuals with disabilities. Inquiries regarding the ADA may be directed to the Office of Institutional Diversity and Equity or to the Disabilities Coordinator (see addresses above).

The institution’s Director of Equal Opportunity and Affirmative Action has been designated to coordinate and monitor all institutional compliance activities under each of the laws and regulations referred to above (except Section 504 of the Rehabilitation Act of 1973). In addition, Dartmouth’s Office of Institutional Diversity and Equity is charged to hear complaints and grievances concerning violations of any of these laws and regulations. All faculty, administrative and professional employees, service employees, students, and applicants for admission and/or employment are protected from discrimination resulting from filing a complaint or assisting in an inquiry under any of the foregoing laws and policies. Faculty, administrative and professional employees, service employees, students, and applicants for admission and/or employment are invited to visit the Office of Institutional Diversity and Equity to discuss issues related to equal opportunity and affirmative action. In addition, the office is available for confidential consultation regarding the application of these laws and regulations to individual concerns. A copy of Dartmouth’s most recent Affirmative Action Plan is available from the Office of Institutional Diversity and Equity. Contact the office, 6018 McNutt Hall, Room 1, Hanover, New Hampshire 03755-3541, telephone 603-646-3197, Monday–Friday, 8:00 A.M. to 4:30 P.M. or the reference desks of any of Dartmouth’s seven libraries.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
Dartmouth College and the Tuck School have a long-standing policy of preserving the confidentiality of student records. In keeping with federal law, the College permits students to review the education records which it maintains concerning them. Student education records at the Tuck School are located in the Office of the Registrar. Students may request to see their transcript in the Office of the Registrar at any time; for other records, students may file a written request with the person who is responsible for maintaining the record which the student wants to review.

After reviewing the education record, a student who believes that the record reviewed is incorrect or misleading may ask to have the record corrected or deleted.

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

Directory information, including student name, preferred name, local address, telephone numbers, electronic mail address, date and place of birth, participation in officially recognized school activities, dates of attendance, degrees and awards received, previous educational institutions attended by the student, employers prior to Tuck and during the summer internship, previous job titles, and student picture may be disclosed without restriction unless the student objects in writing to the MBA Program Office.

The Tuck School must disclose information in response to a lawfully-issued subpoena: in such cases the Tuck School will attempt to notify the student involved unless prohibited by the terms of the subpoena or other court order.

The School will disclose information to government agencies entitled to it by law.

The Tuck School may disclose information to appropriate parties in a health or safety emergency in which the health or safety of a student or other individuals is seriously threatened and the parties to whom the information is disclosed are in a position to meet the emergency.

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

A student has the right to file a complaint concerning alleged compliance failures by the Tuck School with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, DC 20201.

For detailed information on the rights summarized above, please go to the MBAPO website.
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I. Tuck School Codes of Conduct

A. Tuck School Academic Honor Principle

The students and faculty have adopted the following statement regarding honor in academic activities:

Integrity and honesty in the performance of academic activities, both in the classroom and outside, are essential to the educational experience for which the Tuck School has always stood. Each member of the Tuck community accepts the personal responsibility to uphold and defend high ethical standards in all academic endeavors, and to promote an atmosphere in which honest and imaginative academic work may flourish.

1. Obligations

a) Each student accepts personal responsibility to uphold the Tuck School academic honor principle (hereinafter referred to as the “honor principle”) upon enrollment at Tuck.

b) A person who stands by and does nothing when confronted with academic dishonesty threatens the spirit and effectiveness of the principle of academic honor. All members of the Tuck community are expected to preserve the principle by taking appropriate and equitable action whenever a violation occurs.

c) Any member of the Tuck community who feels a violation of the honor principle has occurred should attempt to resolve the problem informally either through discussion of the issues with the other party or parties involved or by approaching a judicial board member (or members) for a confidential conversation about the issue. Any charges that cannot be resolved to the satisfaction of both the witness and the accused may be brought before the academic honor committee.

These are clear obligations under the honor principle. Many other cases exist, some of which are detailed in course syllabi.

2. Interpretation

a) Students will contact the professor if they are unclear about an honor principle interpretation in any given class.

b) Students will not use notes or discussions from a previous year or previous section without explicit permission from a faculty member. In addition, discussing coursework with a tutor prior to class time is a violation of the honor principle unless explicit permission is obtained from a faculty member.

c) Students will not infringe on the right of other students to fair and equal access to library materials. Failure to sign for materials taken from the libraries is considered academic dishonesty and a violation of the honor principle.
d) Students will not degrade, damage, or take computer resources from others. It is a violation of the honor principle to use another person’s computer ID number, password, or file without permission.

3. Faculty Obligation under the Honor Principle

a) Each faculty member accepts personal responsibility to uphold the honor principle.

b) A person who stands by and does nothing when confronted with academic dishonesty threatens the spirit and effectiveness of the principle of academic honor. All members of the Tuck community are expected to preserve the honor principle by taking appropriate and equitable action whenever a violation occurs.

c) Any member of the Tuck community who feels a violation of the honor principle has occurred should attempt to resolve the problem informally either through discussion of the issues with the other party or parties involved or by approaching a judicial board member (or members) for a confidential conversation about the issue. Any charges that cannot be resolved to the satisfaction of both the witness and the accused may be brought before the academic honor committee.

d) The proctoring of examinations is unnecessary and undesirable.

e) Faculty members should report any admitted violations of the honor principle to the judicial board and the associate dean of the MBA program. Each term, the names of students with admitted or proven violations of the honor principle will be filed in a written report by the judicial board through the associate dean of the MBA program to the academic performance committee (hereinafter referred to as the “APC.”) Students with admitted or proven violations of the honor principle, social code, or Dartmouth College regulations or students on probation may be disqualified from all academic awards by the APC. The associate dean of the MBA program will report on violations of the honor principle to the faculty, without names of students, faculty, or courses, at least once each year.

Each individual faculty member is requested to clarify the following on his/her course syllabus:

• *Daily Class Preparation.* Individual or group? If group, is use of cross-sectional groups or cross-study group collaboration allowed? Annotation of homework, e.g., are students to indicate points added or changed in study group or in class?

• *Graded Group Projects.* Discussed as group, then outlined and written individually? Or written collaboratively, each making significant contributions? Another option?

• *Examinations.* Time limits? Open or closed notes or book? Use of calculator, computer, or software? Preparation individually or with study groups? Plus, on the day of the examination, where students can go? Exact turn-in time and place?

• *Missed Classes for Non-emergencies.* Effect on grade? How and when to notify professor? Compensatory work?
• Tutoring. What materials and information can tutors share with students? When?

B. Tuck School Social Code

The primary function of the Tuck School is to provide students with opportunities for learning. In order to carry out this function, it is essential at all times that an atmosphere conducive to intellectual pursuits be maintained at the school. Because Tuck is assumed to be a community of mature, responsible individuals, we do not find it necessary to live within a system of narrowly defined social rules and regulations. Rather, we prefer to live within a broadly defined framework of “freedom with responsibility.” It is expected that instances of irresponsible conduct will be settled satisfactorily without using formal judicial procedures. However, for cases in which it is deemed necessary and appropriate, such procedures are available.

Because of the intimate living conditions and considerable academic pressures prevalent at the Tuck School, students are expected to demonstrate a reasonable measure of social responsibility and respect for the rights of others.

Responsible conduct at the Tuck School includes these significant elements:

• Maintaining a quiet and orderly place within which to live and study;

• Maintaining an atmosphere of mutual respect for personal dignity and an atmosphere of consideration for others;

• A mature respect for the facilities of the school and the college;

• Maintaining a suitable atmosphere for the entertainment of guests, whether family or friends;

• A mature respect for all citizens of the local community;

• Adherence to college wide regulations as described in the Dartmouth College Student Handbook; and

• Adherence to Tuck recruiting ethics as indicated below.

Any member of the Tuck community who feels a violation of the social code has occurred should approach the other party or parties involved. If a resolution is not obtained, the member should approach the judicial board for a confidential conversation about the issue. Any charges that cannot be resolved to the satisfaction of both the witness and the accused may be brought before the judicial board.

C. Tuck Recruiting Guidelines

All Tuck students are expected to adhere to the following guidelines and ethics:
a) It is a violation of the honor principle for a student to request information from or conduct “exit interviews” with another student interviewing with the same firm prior to their own interview. Students should neither ask about nor divulge details of specific questions or cases.

b) The Tuck School maintains a strict academic policy that does not condone any activity causing students to miss classes or compromise their studies during the recruiting process. If missing a class is unavoidable, the student must notify the professor(s) for that class in advance, and abide by the “missed class” policy established by that professor.

c) Students should show a high level of respect in all interactions with corporate recruiters. This includes always responding quickly to communications from recruiters and appearing for scheduled appointments (e.g. office hours), and to events for which the student has signed up. If the student is unable to fulfill a commitment to a recruiter, s/he should communicate as early as possible with the CDO and the recruiter.

d) Students are expected to appear for all scheduled interviews. Missed interviews can cause damage to Tuck’s relationship with the recruiter, damage Tuck’s reputation in general, and hurt the chances of others interviewing with the company. If the need to withdraw from an interview arises due to family emergency, illness, or receipt of another offer, the candidate should contact the CDO as early as possible to allow a classmate to take the open interview slot. If a student does miss an interview, s/he is to contact the CDO immediately for instructions.

e) Recruiters may entertain Tuck students as long as the student’s academic priorities are honored. Students should not extend social invitations to corporate recruiters.

f) Interviews should not extend past the scheduled time. It is unfair for a student or interviewer to extend that time and jeopardize the chances of a later candidate.

g) In preparation for interviews with prospective employers, candidates should analyze their interests and abilities, consider their career objectives, seek information about their interest through published material and counseling, and organize their thoughts so that they can ask questions intelligently. Candidates should only sign up for interviews that sincerely interest them. Inconsiderate “shoppers” can bump legitimate candidates from schedules.

h) Both written and oral material presented by a candidate must be an honest statement of relevant data. Tuck’s grade disclosure policy allows companies to ask about grades, and/or to request a transcript from the candidate. The candidate can decline to provide grades or a transcript, but any information the candidate does supply must be honest and accurate.
i) An invitation to visit an employer’s premises should be acknowledged promptly and should be accepted only when there is a sincere interest in a position with that employer. Arrangements should be made sufficiently in advance to permit mutual confirmation of dates.

j) Reimbursement for visits at an employer’s expense should be only for those expenditures pertinent to the trip. If several employers are visited on the same trip, the cost should be prorated.

k) The employer’s deadline for acceptance of offers of employment should be met unless an extension has been obtained from the employer. If candidates have legitimate reasons for the extended consideration of more than one offer, they should not only notify employers whose offers they are declining, but also communicate with employers under consideration to attempt to establish mutually satisfactory decision dates. Candidates should make their final choice at the earliest possible date.

l) The CDO has a policy designating the length of time offers must remain open. The current policy can be found on the office’s recruiter-facing website, www.tuck.dartmouth.edu/recruiting/.

m) Acceptance of an employment offer should be made in good faith and with sincere intention to honor the commitment. After accepting an offer, the candidate must not conduct interviews with other employers. In addition, the student should immediately withdraw from consideration with all other firms s/he was pursuing. It is understood that Tuck students should under no circumstances renege on an offer once accepted.

n) Students should not contact any recruiter or alumni outside normal business hours or at home at any time unless instructed to do so by the recruiter.

o) Students should not visit with company interviewers without a scheduled appointment or without specific approval by the Career Development Office. There should be no “dropping in” on an interviewer, even though the interviewer may have a free moment.

p) Students shall use the Tuck alumni database in an appropriate and ethical manner.

Sanctions: Violations of the Tuck recruiting guidelines may result in sanctions by the CDO including the loss of on-campus and correspondence recruiting privileges and access to the alumni database and CDO services. Violations of the Tuck recruiting guidelines may also result in Judicial Board action.

D. Modification of the Honor Principle
When and if further modification of the honor principle seems necessary or appropriate, members of the Tuck community should undertake this endeavor. The members of the judicial board will supervise these changes. Any changes will require ratification by the student body and the faculty. Such ratification must meet the same standards required for the original adoption of the honor principle and its procedures: at least 80 percent of both the student body and the faculty must vote, and at least two-thirds of the votes of each group must affirm.

E. Adjudication of Honor Principle and Social Code Violations

1. Academic Honor Committee

The academic honor committee has primary jurisdiction for the enforcement of the honor principle. Any charges under the honor principle that cannot be resolved informally will be brought before the academic honor committee for disposition. This committee includes five student members (the judicial board) plus four faculty members. The four faculty members on the committee shall be appointed by the dean for terms which ensure continuity of service. The student chairperson of the judicial board shall chair the committee.

2. Judicial Board

Any charges under the social code will be brought before the judicial board for disposition. The board consists of a chairperson and up to four members, representing both the first-year and second-year classes.

   a) Term

   The term of office for judicial board members shall be one academic year.

   b) Members

   Judicial board members will be elected by vote of their classmates. The second-year members and the chairperson will be elected in the spring of their first year.

   Judicial board members are elected to serve the Tuck community as:

   • Sounding boards when there are questions about the student codes of conduct;
   • Objective listeners and advisors when it is believed that a violation has occurred;
   • Student representatives to the faculty when student codes of conduct issues arise;
   • Arbitrators between students when arbitration is the preferred solution; and
   • Community members who will act with sound judgment when cases are deliberated.

3. Reporting a Case
a) Honor Principle

Any member of the Tuck community who feels a violation of the honor principle has occurred should attempt to resolve the problem informally either through discussion of the issues with the other party or parties involved or by approaching a judicial board member (or members) for a confidential conversation about the issue. Any charges that cannot be resolved to the satisfaction of both the witness and the accused may be brought before the academic honor committee.

b) Social Code

Any member of the Tuck community who feels a violation of the social code has occurred should approach the other party or parties involved. If a resolution is not obtained, the member should approach the judicial board for a confidential conversation about the issue. Any charges that cannot be resolved to the satisfaction of both the witness and the accused may be brought before the judicial board.

4. Adjudicating a Case

If the alleged violation cannot be resolved to the satisfaction of both the witness and the accused, the matter may be adjudicated by the academic honor committee (honor principle) or the judicial board (social code). The committee or board:

• May adopt by majority vote such rules and procedures as it finds necessary. It may not, however, by such rules and procedures, abrogate its basic charge or any of the rights of students (see below), and it must retain final responsibility for its decisions.
• Shall try to discover the facts of a case, the student norms of behavior in which the alleged infraction occurred, and whether the infraction was deliberately and knowingly committed.
• May request reports from students, faculty, or administrative officers on any matter pertaining to its charge.
• May find a respondent guilty by a simple majority. The burden of proof for a finding of guilt is “beyond reasonable doubt.” Disposition of cases will be final in all instances where no guilt is found and no action is taken. All other cases may be appealed to the dean, whose decision to support or to modify the decision shall be final.
• May recommend minor penalties by majority vote; may recommend suspension or separation by two-thirds majority; and shall reach a decision within a reasonable time after the hearing or as soon as practicable. Minor penalties may include academic work or community service.
• May rehear any case that it has previously considered and must rehear the case if requested to do so by the dean. A student may petition the dean for executive clemency with respect to penalties recommended by the board/committee, but such clemency would normally be limited to cases of suspension or separation.
May make decisions public; may not divulge the name of the student concerned. Reports, records, and deliberations are not to be revealed to any person other than authorized Tuck personnel (which includes a quarterly report to the APC), unless the student, by written request, extends this authorization. Records of deliberations shall be destroyed as soon as the case is concluded. Students with admitted or proven violations of the honor principle, social code, or Dartmouth College regulations may be disqualified from all academic awards by the APC.

May consult with appropriate people when proceedings are pending before the disciplinary bodies of different schools at Dartmouth College concerning the same incident or individuals. Upon a finding of guilt, the body or officer hearing the case may, prior to recommending any penalty and as an aid to establishing the penalty, consult with any person or officer before whom a related proceeding is pending.

Shall report to the dean and the professor concerned its findings and recommended action. At the end of each academic year, it shall report to the faculty and make appropriate recommendations.

5. Notification of Social Code Issues

The judicial board chairperson will file a written report with the director of the MBA Program Office about all social code issues brought before the board. The report will outline:

- The process that was followed;
- The action that the judicial board took; and
- The results of the judicial board’s action.

The board will also provide the director with a recommendation about whether the violation needs to be addressed by the APC. The recommendation will be based on a majority vote of the entire judicial board.

Adopted unanimously by the judicial board, October 31, 1994.

6. Rights of Students Appearing Before the Academic Honor Committee or Judicial Board

a) Notification of the charges against a student shall be in writing and shall indicate the regulation or regulations alleged to be violated. It shall contain a concise statement of the alleged facts that constitute the violation.

b) The regulation shall be reasonably specific, and the student must have actual notice of, or reason to know of, the existence of the regulation.

c) A student shall have reasonable time to prepare the case after receiving the charge.

d) The student may choose any advisor (with the exception of the dean) to assist in the defense against the charge. The student may elect to have a private hearing or an open
hearing, but the board or committee may limit the number of persons at any open hearing and may, if a disturbance occurs, order the hearing to be conducted in private.

e) A member of the board or committee who has special knowledge, bias, or interest in the case, or who expects to be a witness, shall disqualify him/herself. The student may challenge any member on such grounds; in this instance, disqualification shall be decided by majority vote of the board or committee members present and voting.

f) A student may refuse to make any statement or may refuse to testify. Such refusal shall not be considered as evidence against the student.

g) The student shall have the right to hear and cross-examine all witnesses and to examine all other evidence introduced at the hearing. Students have the right to testify and present evidence and witnesses in their own behalf.

h) The board or committee shall base its decisions on matters of fact and solely upon evidence introduced at the hearings.

i) Formal rules of evidence shall not apply. The board or committee may consider any testimony or evidence it finds trustworthy. It may exclude any testimony it considers unduly repetitious or immaterial, or to have been improperly obtained.

j) The student may request a tape recording of the hearing. In private hearings, a student may choose not to have a tape recorder used.
F. Dartmouth College Policy on Sexual Harassment

It is Dartmouth’s policy that all decisions regarding educational and employment opportunities and performance are to be made on the basis of merit and without discrimination because of sex. Sexual harassment is deemed by Dartmouth to be a form of sex discrimination; therefore, sexual harassment of Dartmouth employees or students will constitute a violation of Dartmouth’s equal opportunity policy and may be a violation of the student Code of Conduct. Sexual harassment is understood to mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status as a student;

- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting him or her, or for the awarding or withholding of favorable employment or academic opportunities, evaluations, or assistance; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

This policy and the mechanisms for redress will be called to the attention of all members of the Dartmouth community by publication in all employee and student handbooks.

1. Reporting Sexual Harassment Concerns

Staff of the Office of Institutional Diversity and Equity have consulted with offices around campus on the best means for protecting due process and confidentiality in the process of hearing sexual harassment concerns. Several offices have developed forms for intake interviews. A recent editing of the Office of Institutional Diversity and Equity’s sexual harassment brochure, Tell Someone, specifies appropriate individuals to whom to report sexual harassment concerns.

2. The Legal Definition of Sexual Harassment

Sexual harassment is a form of gender discrimination and violates both Title VII of the 1964 Civil Rights Act as well as State discrimination laws. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces the federal law. The EEOC’s guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made an implicit or explicit condition of employment;

- Submission to or rejection of such conduct affects employment opportunities; or

- The conduct interferes with an employee’s work or creates an intimidating, hostile, or offensive work environment.
3. How to Report a Sexual Harassment Concern at Tuck

a) Who May Report a Concern

All Tuck students, employees, faculty, and applicants for employment and admission may use the procedure described below.

b) Where to Report a Sexual Harassment Concern

You may choose the person with whom you feel most comfortable. For Tuck, the designated advisors are:

• Sally Jaeger, Assistant Dean and Director, MBA Program, 646-2190
• Becky Rice, Senior Associate Director, MBA Program, 646-2581
• Matt Slaughter, Associate Dean, MBA Program, 646-2801

Dartmouth College resources include:

Office of Safety and Security, 646-2234
Coordinator of the Sexual Abuse Awareness Program, 650-1430
Dick’s House Counseling Center, 646-9442
Center for Women and Gender, 646-3456

c) Time Frames for Reporting a Sexual Harassment Concern

*Internal Channels.* A person who has experienced sexual harassment should register the concern as soon as possible even if he/she is not necessarily planning to take action. In order to maximize the effectiveness of this procedure, individuals are advised to report a situation within six months or two academic terms, although complaints may be filed after this time.

d) Designated Investigators for Sexual Harassment Concerns: Dartmouth Office of Institutional Diversity and Equity, 646-3197

G. Sexual Abuse Policy

Students and recognized organizations are prohibited from engaging in sexual abuse of any kind. The wide spectrum of behaviors encompassed by this regulation calls for a variety of sanctions. The most egregious behaviors encompassed by this regulation, and cases of repeated violations, will incur the most serious sanctions the college can impose, up to and including separation. Sexual abuse includes, but is not limited to:

• Conduct of a sexual nature which reasonably would be expected to have the effect of threatening or intimidating the person at whom such conduct is directed;

• Intentional physical contact with an intimate part of the body of another person without that person’s consent;
• Sexual intercourse when such contact is achieved without consent; through physical force, coercion, or threat; or in situations in which the victim is unable to give consent because of physical or mental incapacitation by reason of drug or alcohol consumption, sleep, or unconsciousness.

Please see the Dartmouth College Student Handbook for more information on campus resources and New Hampshire law.
II. Student/Administration Connections

A. The Student Board

1. Student Participation on the Student Board

a) The student board coordinates communication with faculty and administrators; discusses problem areas; and manages activities such as speakers, intramural athletics, social activities, and extracurricular activities. On occasion, the student board will create initiatives and appoint leaders for these initiatives to achieve certain objectives.

b) The student board consists of the following positions:

  • President (one per class)

  Responsible for setting the agenda for the student board of his/her class, serving as the primary liaison between his/her board and the Dean’s Office, and between his/her board and the assistant dean in the MBA Program Office. In addition, the president is the primary point of contact for his/her board. The second-year president typically chairs combined meetings of the board and collaborates with the first-year president to set the agenda. First-year and second-year boards are welcome and encouraged to meet separately when desired or needed.

  • Treasurer (one per class)

  Manages the Student Activity Fund and disburses funds to clubs and organizations. Reimburses appropriate expenses claimed by club members. Maintains a current budget for all Tuck clubs. Reviews and regularly updates the Club Funding Guidelines. Collects budgetary information from registered Tuck clubs and prepares a budget for the upcoming academic year. Determines the basis for reallocating budgetary surpluses to the Tuck clubs that ask for additional funding.

  • Class Representative (three per class)

  Class representatives serve as the primary liaisons between the student body and the student board. The representatives are responsible for actively seeking student input and then reporting back to the board.

    • Academic Liaisons (one per class)

    Responsibilities include engaging the academic dean and MBA Program Office on class-wide academic issues such as elective availability, scheduling, and curriculum shortfalls. The liaisons also ensure that the dean is aware of the students’ general level of satisfaction with the quality of the courses and faculty, as well as advocating for students who may have issues with specific faculty members. The first-year liaison is also responsible for soliciting and assigning representatives for the individual courses in the core curriculum.
• Career Development Liaisons (one per class)

Responsibilities include soliciting feedback from the student body on the effectiveness of the Career Development Office (CDO), offering student perspective and advice for CDO programming, and facilitating CDO communication with the student body.

• Club Liaisons (one per class)

The club liaison acts as an intermediary between clubs, the MBA administration, and the student body as necessary. The liaison accepts and processes club charter applications and coordinates club leadership transitions.

• Social Chairs (two per class)

As a group, the social chairs are responsible for:

• Coordinating the social calendar;

• Organizing events throughout the year;

• Distributing funding from the social fund to party hosts; and

• Ensuring that all social activities held on the Tuck campus adhere to the rules set out in the “Alcohol and Event Policies” sections of the Dartmouth and Tuck Student Handbooks; and training party hosts and sober monitors on the Tuck School’s alcohol policies.

The social chairs should solicit ideas for events from the student body and strive to create a mix of social events with wide appeal. At their discretion, the social chairs may form a committee of students to create ideas for social events and/or to organize events.

• Quality of Life Chair (one per class)

Responsible for planning and leading community social events that encourage involvement from Tuck’s diverse collection of students, partners, families, faculty, and staff. The first and second-year QLCs work together to present several events throughout the year that integrate the Tuck community, including Tuck ‘Tails, study breaks, karaoke nights, skating family days, student and faculty mixers, dinner mixers, bowling with other grad students, to name just a few. Some of these events are co-sponsored by the different clubs, partners, or the administration. The calendar is coordinated with the social chairs.

Responsibilities also include facilitating communications between Tuck Events and Facilities and members of the student body. Responsibilities include bringing key facilities-related issues to the attention of Tuck Events and Facilities, assisting in disseminating facilities-related communications from Tuck Events and Facilities to the student body, and serving as the voice of the student body when major facilities decisions are made that might adversely affect Tuck students. The first and second-year QLCs should meet with the representatives of Tuck Events
and Facilities at the beginning of their elected terms to discuss priorities. Subsequent meetings should only occur on an as-needed basis.

- **Judicial Board Members** (two first-year; three second-year, including second-year chair)

Responsible for maintaining and adjudicating issues arising under the Tuck honor principle and social code. The judicial board is also responsible for running student board elections and educating the community on the honor principle and social code through Orientation Week presentations, coffee chats, and term reports of issues and infractions. The second-year judicial board chair should be elected as part of the spring election.

2. Student Board Elections

a) Elections to the first-year board will normally be held in Fall A and to the second-year board in the spring term. The precise dates shall be determined by the student board.

b) Candidates will be normally be given an opportunity to present a written platform and a short speech to the class. Election mechanics shall be determined and administered by the Judicial Board. Two or more candidates may not run jointly for any post. Individual students shall be elected to individual positions.

c) For an election (including a run-off) to be valid, 50 percent of the class plus one must vote.

d) The Judicial Board shall announce the winners of an election (or those candidates who will be in a run-off) but shall not publish the number of votes received by any candidate, including the winners.

e) In elections for President, Treasurer, Quality of Life Chair, and each of the Class Representative positions, each student in the class may vote for up to one candidate. To be elected as President, Treasurer or Quality of Life Chair, a candidate must receive 50 percent plus one of the votes cast for that office. If no candidate receives 50 percent plus one of the votes cast, the two candidates (or more in the case of a tie) with the most votes will take part in a run-off, the winner of which is the candidate who receives the most votes.

f) In elections for Social Chairs and first-year Judicial Board Members each student in the class may vote for up to two candidates. To be elected as a Social Chair or as a first-year Judicial Board Member, a candidate must receive the most or second most votes cast. If the third-placed candidate (and ties) receives at least 95 percent of the number of votes received by the second-placed candidate, these candidates will take part in a run-off, the winner of which is the candidate who receives the most votes.\(^1\)

g) In elections for second-year Judicial Board Members each student in the class may vote for up to three candidates. To be elected as a second-year Judicial Board Member, a candidate must receive the most, second most or third most votes cast. If the fourth-placed candidate (and ties) receives at least 95 percent of the number of votes received by the third-placed candidate, these candidates will take part in a run-off, the winner of which is the candidate who receives the most votes.\(^1\)

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\(^1\) In paragraphs 2.f) and 2.g), rounding shall not be used in determining whether one candidate has received at least 95 percent of the number of votes received by another candidate. For example, if one candidate receives 94 votes to another's 99 votes, the former has received 94.95 percent of the number of votes received by the latter and has not met the 95 percent threshold.
candidate, these candidates will take part in a run-off, the winner of which is the candidate who receives the most votes.

h) The Chair of the Judicial Board shall be the second-year Judicial Board member who receives the most votes for Chair. In the event of a tie there shall be a run-off.

B. Student Participation in Faculty Committees/Meetings

1) Executive Committee

The executive committee advises the dean, acts on behalf of the faculty on matters that require an immediate decision, and initiates proposals to increase the educational effectiveness of the school. This committee includes the president of the first and second-year class when appropriate.

2) Student board representatives are invited to all full faculty meetings with the exception of executive sessions, which generally follow full faculty meetings.

3) Student members of task forces or committees are usually invited to faculty meetings when those groups report.

C. Student Clubs

Student organizations are an important component of the Tuck experience. They enhance student life, enrich the students’ learning experiences, and contribute to their future career success.

Throughout the academic year, clubs organize events with Tuck faculty and visiting executives, sponsor social activities, host sports tournaments, provide support for fellow students, and serve the local community. Contact the MBA Program Office or visit the Tuck Clubs Web site at http://www.tuck.dartmouth.edu/life/clubs.html for more information.

Career Clubs: Consulting Club, Entrepreneurship Club, Finance Club, General Management Club, Healthcare Club, Entertainment, Sports and Media Club, Investment Club, Marketing Club, Club, Private Equity Club, Real Estate Club, Retail Club, Technology Club


Cultural/Diversity/Affinity Clubs: Asia Business Club, Gay Straight Alliance (GSA), Hispanic-American Student Association (HASA), International Club, Jewish Student Association, South Asia Club, Tuck African Ancestry Business Association (TAABA, Tuck Women in Business),

Sports Clubs: Basketball Club, Cricket Club, Golf Club, Hockey Club, (Men’s A Team, Men’s B Team, Tuck Tripods, Women’s Hockey), Lacrosse Club, Rugby Club, Running,
Biking, and Triathlon Club, Skiing Club, Soccer Club, Squash Club, Tennis Club, Volleyball Club

Social/Special Interest Clubs: Association of Christian Tuck Students (ACTS), Allwin Initiative for Corporate Citizenship Student Roundtable, Tuck Student Consulting Services, Tuck Volunteers, Armed Forces Club, Automotive Club, Flying Club, Glen Tuck Society, John Barleycorn Society, Junior Achievement, Everybody Wins! Net Impact, Outdoor Club, Rounders, Tuckmasters, Tuck Band, Tuck-Dartmouth Club, Tuck Partners Club, Wine Society, Yearbook Committee

2. How to Start a New Club at Tuck
A. Overview
5 steps are required in forming a new club:
1. Submit proposal of the new club (a “club charter”) to the student board, including a list of founding club members
2. Vote by the Student Board to approve the new club
3. Probationary period
4. Final approval by the Student Board
5. Club becomes permanent

B. Club Charter Guidelines
The club should serve the greater Tuck community through its activities and be open to all Tuck students. The club must abide by the rules and regulations set forth by the Student Board and the Tuck Administration.

C. Procedures for Obtaining a Charter
1. Club Charter Proposal: A representative of the founding club must submit to both the Student Board (via the Club Representative) and the MBA Program Office (via Becky Rice):
   a. A written description of the activities and benefits of the proposed club. The proposal must contain the mission of the club, activities the club will sponsor, a list of the founding member(s), and a proposed budget.
   b. A list of club members (in accordance with paragraph 3.3).

2. Funding: New clubs should plan to fund their operations with dues from members for their first year. Once a club has received final approval, it will be allocated funds for the following year. In the case where a new club requires permanent equipment that will be used in subsequent years, the charter proposal may include such a request.

3. Membership Requirements:
   a. The founders must post a sign-up list for the club on Tuckstreams. Club leaders should make it clear that persons are signing up to be members of the club, but that the club’s charter is subject to approval by the student board.
   b. The number of members of the club should equal or exceed thirty (30) and at least 20% of the membership must come from each class.

4. Preliminary Review: Upon receiving the club charter proposal and a list of members who have signed up for the club, both the Student Board and the MBA Program
Office have up to two weeks to review the proposal. At such time as the proposal has been reviewed, the founding members will be asked to attend the next Student Board meeting. At this meeting, any questions or concerns will be raised by the Board on behalf of the student body and the MBA Program Office. A club can submit a proposal for review once per academic year only.

5. **Ruling**: Once the meeting has taken place, the Student Board proper will discuss any outstanding issues with the MBA Program Office and make a ruling on the granting of a probationary charter within one week of the meeting. This probationary period will last until the end of the school year in which the club is proposed, with the exception of clubs that are proposed in the spring term (which will roll over to the following school year) at which time the student board will take a final vote on making the club permanent (see paragraph 3.7 on end of probationary period review).

6. **Petition a Denial**: The founding members will have the opportunity to petition a denial in a joint meeting with the Student Board and the MBA Program Office. In such case, the Senior Associate Director of the MBA Program Office has authority to reverse the decision. If the denial is upheld, this will be deemed final.

7. **End of Probationary Period Review**: At the end of the year, and the end of their probationary period, clubs founded that school year will reappear in front of the Student Board for an update on their status and for final review and approval, whereby they may become permanent clubs. The final vote will be based on interest level from students over the year, success of club events, and the likelihood for the club’s sustainability.

D. **Rules and Regulations Governing the Operation of a Club**

1. The founding member(s) (or President(s)) will be responsible for nominating a Treasurer to oversee the financial aspects of the club. The club must remain within the budget guidelines determined by the Student Board at the beginning of each academic year (see Audit Policy and Student Activities Fee & Budget Allocation Policy). In the event the club exceeds its budget, the above individuals will be collectively responsible for notifying the Student Board and the MBA Program Office. An immediate meeting with the Student Board and the MBA Program Office will ensue to discuss the reasons for exceeding the budget. Clubs are subject to an audit at the end of each year. The second-year class treasurer will select a committee of second-year students who will review the records of a randomly chosen number of clubs. A report will be given to the treasurer who will in turn file a written report with the Senior Associate Director of the MBA Program Office and Tuck Fiscal Officer.

2. The club founding member(s) (or President(s)) will be responsible for the leadership transition process. The leadership transition process for each club should be transparent and should be defined clearly in writing in the club’s charter. The transition process should be communicated to all members early in the Fall term so that students are able to make informed decisions regarding their involvement in clubs. In the event a fair and transparent leadership transition does not take place, the club will lose its charter and must reapply for a new charter (see procedure above).
Notification to Student Board and the MBA Program Office of new officers and preliminary budget for the following year must be provided by date announced by Student Board.

3. Club leaders are responsible for executing the fair and transparent leadership transition process, submitting an annual budget to the student board, and keeping their club’s website up-to-date, reflecting this information. Unless permission is obtained from the Student Board to hold leadership transitions in the Spring term, such transitions must be completed prior to Spring break, which is typically scheduled during the middle of March.

4. Every new club, and all existing clubs, will be categorized into two levels (Level 1 and Level 2) based on the requirements for their presence on the Tuck website. The purpose of these requirements is to ensure that the Tuck school presents a coherent message to all constituents of the school: prospective and current students, employers, corporate partners, Tuck alumni, other business schools and the community at large.

5. Each year, after the club leadership transitions are complete, the Student Board and the MBAPO will review the list of existing clubs and student interest groups to determine if they belong to Level 1 or Level 2. The review will apply the guidelines included in the Appendix to evaluate the success of each club. The Level designation and associated website requirements will be communicated to the Officer of each club and student interest group after the elections. It is recommended that Clubs nominate or elect a Technology Coordinator or similar position to serve as the point of contact for the Club’s presence on the Tuck website.

6. The MBAPO will initiate periodic reviews of club websites throughout the academic year and notify the Student Board of any club whose website is out of date. Clubs will be given a two week period to update their website. If the website is not up to date within two weeks from the date of notification by the Student Board, the website will be deactivated and funding for the club may be suspended.

E. Definition of Level I and Level II Clubs

Level 1 clubs are those clubs that receive funding from Tuck and are required to have a presence on the Tuck website. Level 1 clubs must maintain an updated website using one of the templates provided by the Creative Services department. The website should contain, at a minimum, a mission statement and contact information for officers of the club.

Level 2 clubs are student interest groups that are not required to have a presence on the Tuck website. However, if such groups decide to maintain a website, they must use one of the templates provided by the Creative Services department. The website must be up to date and should contain, at a minimum, contact information for officers of the club. The MBAPO can request the Student Board to consider requirements for any club or student interest group to launch (or take down) a website. The Student Board will review such

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2 Please refer to the Appendix for a description of Level 1 and Level 2 clubs
proposals and notify the affected club or student interest group of their decision accordingly.

Guidelines for evaluating success of Tuck student clubs:

1. The club must meet the membership requirements set out in paragraph C.3.

2. The club must organize at least two events during the academic year, each of which is attended by at least 30 students.

3. The club must meet its website requirements, as defined by the categorization of the club (Level 1 or 2)

F. Tuck Partners

The Tuck School welcomes students’ partners to our community. The Tuck Partners form a close-knit community of the boyfriends, girlfriends, or spouses of Tuck Students. Tuck Partners have the opportunity to join partner and student clubs, attend events on- and off-campus, run for a position on the Tuck Partner Board, and audit classes.

The Tuck Partner Board aims to support partners in creating a positive and rewarding experience for themselves and their families while they are at Tuck by providing a forum for partners to organize events for the Tuck Partner community, facilitate communication both among partners and with the greater Tuck community, and promote integration between the Tuck Partners and the greater Tuck community.

The Tuck Partner Board conducts monthly meetings to discuss past and future events and issues. This board consists of 10 board positions: Chairperson, Treasurer, Tiny Tuckies Coordinator, Social Coordinator, International Coordinator, Helping Hands Coordinator, Communications Coordinator, Calendar and Club Coordinator, ASW Coordinator, and Orientation Coordinator. Executive Board positions are held by first-year partners. Three times per school year the Tuck Partner Full Board meets. The Full Board consists of the Executive Board members plus committee members, club leaders and the Partner Post Editor.
G. Tuck School Administration

1. Board of Overseers and MBA Advisory Board

The board of overseers, appointed by the trustees, is advisory to the dean and the faculty of the Tuck School with respect to the objectives and programs of the school; it is advisory to the president and the trustees with respect to appraisals of Tuck School objectives, programs, and administration. The board currently consists of 36 leaders from the outside managerial and educational community, many of whom are Tuck alumni. Ex-officio members include the president and the provost of Dartmouth College, and the Tuck dean, the chairman of Tuck Annual Giving (TAG), the president of the alumni association of Tuck’s Minority Business Executive Program (MBEP), and one representative from the Dartmouth board of trustees.

The MBA Advisory Board was established in 2002 as an alumni board which focuses exclusively Tuck’s MBA Program, providing advice and perspective on issues of importance to the MBA experience. The board meets twice a year to discuss matters related to the MBA curriculum, the admissions process, student life, career planning, and alumni activities. Its members are prominent business practitioners who have recent experience of Tuck’s MBA Program and also offer 15 to 20 years of expertise in the workforce.

2. Dean’s Office

First Floor, Tuck Hall 646-2460

Paul Danos, Dean 646-2460
Debbie Wilson, Assistant to Dean Danos 646-2460

The dean provides the overall strategic direction and management of the school and establishes policies and goals that are consistent with the strategic direction and philosophy of the school.

Robert Hansen, Senior Associate Dean 646-2801
Deborah Adams, Assistant to Senior Associate Dean Hansen 646-2801

The senior associate dean collaborates with the dean and associate deans in the development of the school's strategies and policies and serves as principal advisor to the dean on matters of faculty promotion and tenure, research programs, and faculty career development.

Matthew Slaughter, Associate Dean for the MBA Program 646-2801
Deborah Adams, Assistant to Associate Dean Pyke 646-2801

The associate dean for the MBA program manages the MBA program, implements the curriculum, counsels and monitors student performance, and collaborates with the dean and associate deans in the development of the school’s strategies and policies.
Steven Lubrano, Assistant Dean for Operations 646-2460

The assistant dean for operations provides overall direction and management of Tuck administrative departments, while working closely with the dean and associate deans in the development of the school's strategies and policies.

Penny Paquette, Assistant Dean of Strategic Initiatives 646-2492

The assistant dean of strategic initiatives serves as a liaison to the independently funded centers and initiatives reporting to the dean, and to Dartmouth College departments and external organizations. The special assistant coordinates the school's sponsored research activities, manages the long-range facilities planning process, and collaborates with the dean on strategic communication efforts.

3. MBA Program Office

First Floor, Tuck Hall 646-3938

Sally Jaeger, Assistant Dean and Director of the MBA Program 646-2190

The assistant dean and director of the MBA Program oversees the operation of the MBA Program Office and collaborates with the associate dean for the MBA Program on all student related policies and strategies.

Becky Rice, Senior Associate Director 646-076
Betsy Winslow, Associate Director 646-9097
Katie Flint, Assistant Director 646-0894
Kari Limmer, Registrar 646-9305
Hana Massecar, Program Coordinator 646-3938
Lauren Miller, Program Coordinator 646-2025

The MBA Program Office is dedicated to providing student services ranging from registrarial to academic to social through events, programs, and publications while also serving as an administrative liaison to students, faculty, administrators, and Dartmouth College.

4. Admissions

First Floor, Chase Hall 646-3162

Dawna Clark, Director

The Admissions Office serves as the primary point of contact for MBA applicants and actively promotes the Tuck MBA program to prospective students.
5. Career Development Office

First Floor, Murdough Center 646-2461

Richard McNulty, Executive Director
Rebecca Joffrey, Co-Director
Jonathan Masland, Co-Director

The Career Development Office offers a wide array of employment services to Tuck students and alumni through active recruiting, career counseling, development of new opportunities, and career-related events planned in conjunction with constituent departments.

Bosworth Career Center 646-3591/1115

The Bosworth Career Center focuses on providing materials to aid in interview preparation, résumé writing, and career development. The center is an excellent resource for print and electronic information on pertinent industries and companies.

6. Information Technology

Third Floor, Murdough Center 646-1818

Stanley Pyc, Director of Information Technology

Tuck's Office of Information Technology serves students, staff, and faculty in all their hardware and software needs, while maintaining Tuck's state-of-the-art intranet and external website. They oversee technical projects and support students and faculty in their research. Their services can be accessed via walk-in service, email, or phone.

7. Development and Alumni Services

First Floor, Tuck Hall (Development) 646-4087
First Floor, Tuck Hall (Alumni Services and TAG) 646-2837

Andrew Steele, Executive Director

Development and Alumni Services raises major gifts from individuals, corporations, and foundations for the capital needs of the school, and serves as liaison to the board of overseers and the MBA advisory board. The office fosters and maintains strong relationships with Tuck alumni through clubs, reunions, and the Tuck Annual Giving (TAG) program.

8. Events and Facilities

12 Tuck Hall 646-0201

Shelley Wirasnik, Facilities Manager
Tuck Events and Facilities is responsible for the daily operations of the Tuck buildings, maintenance, security, faculty and student mailrooms, Copy Center services, and Byrne Dining Hall meal planning, service, and catering.

9. Executive Education

2nd Floor, Murdough Center 646-2839

Clark Callahan, Executive Director

Tuck Executive Education designs, markets, and delivers a series of open enrollment, custom and consortium programs for corporate executives.

10. Feldberg Library

First Floor, Murdough Center 646-2191

James R. Fries, Librarian

Feldberg Library supports faculty, student, and administrative research and curriculum needs at Tuck and the Thayer School of Engineering. The library, part of the Dartmouth College Library, and its staff provide research assistance and access to electronic and print information in business and engineering.

11. Fiscal Services Office

108C Tuck Hall

Ann Bunnell, Director of Fiscal and Auxiliary Services 646-3176

1B Chase Hall

Annette Lepine 646-4055

The Fiscal Services Office exercises budgetary and fiscal authority over all Tuck expenses and billing operations.

12. Human Resources/Financial Aid

Tammy Stebbins, Human Resources Coordinator 646-0796

Diane Bonin, Director of Financial Aid 646-1571
Sandy Chambers, Financial Aid Counselor 646-0640
Kristy Snow, Financial Aid Counselor 646-0640

The Human Resources Office coordinates all non-faculty hiring of temporary, permanent, part-time, full-time, and work-study positions as well as training and professional
development. The Financial Aid Office facilitates the school’s financial aid program and counsels Tuck students on how best to utilize the various aid options.

13. James M. Allwin Initiative for Corporate Citizenship

5 Tuck Hall 646-0109

Robert Hansen, Faculty Director
John Vogel Jr., Associate Faculty Director for Corporate Citizenship
Richard Shreve, Associate Faculty Director for Business Ethics

Patricia Palmiotto, Director
Karen Summer, Assistant to the Directors

The Initiative for Corporate Citizenship aims to make issues and activities related to corporate citizenship an integral part of the Tuck experience. The initiative offers opportunities for volunteer service, teaches students about the world of non-profits, demonstrates ways in which MBAs and companies can have an impact on their communities, and connects Tuck with local, regional and global organizations in this field.

14. Office of Creative Services

2nd Floor, Murdough Center 646-3558

Alicia Green, Senior Associate Director, Web Communications
Ed Winchester, Senior Associate Director, Print Communications

The Office of Creative Services develops and produces all major print publications and marketing materials for the school. They also direct design and content for the school’s advertisements and websites, including Tuck’s main site and satellite websites.

15. Public Relations

4 Tuck Hall 646-1135

Kim Keating, Director

The Office of Public Relations serves several audiences: the Tuck community, members of the public interested in learning more about the school and its activities, as well as journalists who are researching stories, preparing surveys and rankings, or seeking faculty expertise.

16. Research Centers

Tuck’s five research centers bring a cross-disciplinary focus to issues that drive today’s economy. They leverage the research efforts of faculty and give them greater visibility, enrich the curriculum and learning environment for MBA students, and connect the school more firmly with corporations and practicing managers. Each center sponsors a variety of programs including research projects, conferences, visiting lecturer and speaker series,
MBA and research fellows, corporate roundtables, and publications and indices. Interested and qualified students are also invited to serve as center fellows and research associates.

**William F. Achtmeyer Center for Global Leadership**

Second Floor, Woodbury Hall 646-0898

Vijay Govindarajan, Director  
Chris Trimble, Executive Director

The William F. Achtmeyer Center for Global Leadership focuses on how today’s global corporations create, grow, and profit from completely new approaches to business while mastering the rigors and nuances of global strategy and organization. The center organizes the CEO Speaker Series in cooperation with the Tuck Leadership Forum.

**Center for International Business**

First Floor, Woodbury Hall 646-0556

Andrew Bernard, Director  
John Owens, Director of Tuck Global Consultancy  
Lisa Miller, Associate Director for International Program and Communications

The Center for International Business is dedicated to education and research on the economic, social, and political factors the affect business in the international arena, both in stronger, well-established global economies and the increasingly important emerging markets of Asia, Latin America, and other developing countries. The center also manages Tuck’s Field Study in International Business program.

**Center for Corporate Governance**

Second Floor, Woodbury Hall 646-0567

B. Espen Eckbo, Director

The Center for Corporate Governance researches how international differences in capital markets, ownership structures, and legal traditions affect the optimal design of financial contracts and best practices in corporate governance. The center also studies potential conflicts between shareholders and other corporate constituents.

**Center for Private Equity and Entrepreneurship**

First Floor, Woodbury Hall 646-0522

Colin Blaydon, Director  
Fred Wainwright, Executive Director

The Center for Private Equity and Entrepreneurship aims to advance the understanding of private equity investing and entrepreneurial ventures. It is unique in that it focuses not just on growing companies or the private equity industry itself but also on the interactions
among entrepreneurs, the various participants in the private equity industry, and the financial markets.

**Glassmeyer/McNamee Center for Digital Strategies**

Second Floor, Woodbury Hall 646-0899

M. Eric Johnson, Director  
Hans Brechbühl, Executive Director

The Glassmeyer/McNamee Center for Digital Strategies is dedicated to advancing the theory and practice of management in a digital, networked economy and focuses its research on the impact of web-centric information technology on corporations. The center also organizes the Tech@Tuck series of half-day events highlighting digital technologies and their personal and business implications.

**17. Academic Support Staff**

Tuck’s academic coordinators act as liaison between faculty and students on course-related matters and perform a wide variety of scholastic and administrative support activities for faculty members and research centers. They play an essential role in ensuring the smooth operation of Tuck’s departments and offices. Students should refer to their course syllabi for name, office location and phone number of faculty academic assistants.
III. Tuck School Academic Policies

A. Attendance Policies

1. Students’ Responsibility

It is the student’s responsibility to view coursework at Tuck as a professional commitment, i.e., to be present, prompt, and ready for each scheduled class meeting. The school’s methods of instruction are based on the assumption that a student will be in class every day, attending the sections to which he/she has been assigned, and prepared for active participation in the work of the day.

2. Emergency Absences

At the same time, the school recognizes that there will be times when a family emergency, serious personal illness, or observance of religious holidays will preclude the student from attending class. Normally, the student should contact the faculty member involved and inform him/her of the absence and reason. In circumstances where this is infeasible or uncomfortable, the student may contact the MBA Program Office, which will then notify the appropriate faculty member(s) that the student will not be in class. In all such cases, the purpose of this notification is to facilitate communication between students and faculty and it should not be construed as authorization or validation of an absence. Additionally, in all cases of student absence from class, it is the responsibility of the student to contact each faculty member to discuss making up the missed classwork.

3. Other Absences

The policy governing other absences is set by individual faculty members. Faculty are responsible for stating their class attendance policy clearly in their course syllabi. This statement should also make the consequences of absences explicit. Students are responsible for understanding the course attendance policy specific to each course as well as the general policies discussed in this section of the handbook. A student is always responsible for written work due the day of the missed class, for any other assignments for that day, and for knowing what transpired during the class. According to more specific rules governing class attendance, absences may also result in the lowering of a course grade or even exclusion from a course.

4. Employment Interviews

Career and internship interviews are held at Tuck as a service to both students and companies offering employment. The faculty policy is that the recruitment process should not disrupt the academic process. Students are expected to avoid scheduling interviews that conflict with class attendance obligations. When such conflict is unavoidable, the student is still subject to the class attendance policies specified in this handbook and in individual course syllabi. Absence from class for recruitment purposes is not an “excused” absence. This regulation covers not only interviews held on campus but also corporate visits by students.
5. Excused Examination Absences

Students must obtain an excused examination absence in advance from the instructor for announced exams; students must obtain an excused examination absence from the instructor after the missed class for unannounced exams.

6. Reporting Absences

Students must be contacted from time to time because of family emergencies. If a student plans to be absent from Hanover, the director of the MBA Program Office should be advised where the student may be reached in an emergency.

B. Class Schedules

Faculty should try to avoid making any changes in times or room assignments after each term’s schedule has been set. Should a change in time or room become necessary, it must be cleared with the registrar prior to announcing the change to the class. Any time change that would involve having a class scheduled on something other than a regularly scheduled class period should be brought to the curriculum committee for review.

If a special weekend session is to be scheduled, such as for simulations or other learning experiences that cannot be accommodated within the normal class periods, faculty must minimize the adverse effects on preparation for Monday classes. In practice, this will mean (1) avoiding Sunday work if possible, (2) not using more than a half day if Sunday work is unavoidable, and (3) scheduling for Sunday morning rather than afternoon, and afternoon rather than evening. In planning the schedule for these sessions, faculty should also be sensitive to regular weekend religious observances, and make accommodations as necessary. It is furthermore desirable that faculty teaching on Mondays be warned of the weekend assignment, and students participating in the weekend learning experience be reminded that they are fully responsible for preparing for classes following the weekend.

Weekend course requirements should be adequately publicized so that students are aware, in advance, of any potential scheduling conflicts. Specifically, faculty should (1) make special note of these course requirements by including information about them with the pre-registration materials sent out by the registrar at the end of each term, and (2) highlight them in the course syllabus. Any weekend scheduling must be approved by the associate dean of the MBA program, and the registrar must be notified.

Attendance at approved weekend learning experiences is subject to the attendance requirements specified in the Attendance Policies section of this handbook, provided that the weekend schedule is specified in the syllabus. In addition, faculty members are encouraged to explain the special attendance requirements in the introductory class when other course requirements are being discussed.
C. Laptop Policy

To provide a first-class learning environment, and out of respect for fellow students, visitors and faculty, Tuck honors the following policy regarding use of laptops and other electronic communication devices in class. Use of laptops and other electronic communication devices is appropriate during class only when their use is directly relevant to that class session.

“Class session” refers to any regular Tuck class, guest speaker presentations, and recruiter presentations.

Examples of appropriate use of these devices include:

• Building a spreadsheet model if instructed to do so by your instructor;

• Referring to a spreadsheet model, notes, or other materials, prepared in advance if they are relevant to the current discussion;

• Taking notes for the current class session, only with prior permission of the instructor; and

• Referring to handouts provided electronically or accessing websites as directed by your instructor.

Examples of inappropriate use of these devices include:

• Receiving, checking or writing email, instant messages, or text messages;

• Surfing the Internet, intranet (TuckStreams), or checking any website that is not directly relevant to the current class; and

• Accessing a company website if the instructor has requested that students not consult materials other than those listed in the syllabus.

If laptops or other electronic communication devices are not being used for the current class session, the screen should be closed at all times. When these devices are used appropriately during class, the screen should be closed as soon as that specific activity is finished.

Accepted by the faculty at the June 5, 2002 faculty meeting.

D. Examination Policies

1. Scheduling of Examinations

Three kinds of examinations are normally given at Tuck: a final examination for a course and both unannounced and announced exams (including take-home exams) during the term. Announced and unannounced exams may be given in regularly scheduled class
sessions or at other times at the discretion of the instructor. In order to minimize conflicts, the registrar is responsible for working with faculty to coordinate these exams. During final exams, a day early in the examination period is designated as a reading period whenever practical.

2. Form of Examination

Whether a course has a final examination and the form that the final examination will take are left to the discretion of each course instructor who should announce these matters early in the term. Final exam plans, after announcement, may not be changed without the approval of the executive committee.

3. Excused Absences

Students should obtain excused absences for announced exams in advance. They may obtain excused absences for unannounced exams after having missed the class. In order to ensure consistency in administration, the associate dean of the MBA program (or his/her designate) will consult with the faculty in cases where it is unclear whether an absence from an examination should be excused. If a student is excused from attendance at an examination, the course instructor will decide how to deal with the absence. In the case of announced examinations, the usual procedure will be to arrange a makeup exam to be taken either at the school or elsewhere. Arrangements may be made for a student to take the makeup exam at the discretion of the instructor. Students should be sensitive to the potential increased risk with makeup exams of exchanging information with fellow students. Such exchange could result in a violation of the honor principle. Every effort should be made to protect the confidentiality of information about the form, content, and degree of difficulty of the exam. In the case of an unannounced examination, a makeup exam will not normally be given.

4. Absences without Excuse

A student absent from an examination without an excuse will normally be given a zero for the examination. How this grade is used in assigning a final grade to the student for the course is left to the discretion of the course instructor.

5. Time Allowance for Examinations

Extra time on all examinations will be granted only to qualified students with disabilities. According to federal regulations, students with documented learning disabilities have the same legal entitlements as students with physical disabilities and are therefore entitled to academic adjustments and/or auxiliary aids.

Examination policies adopted at the June 7, 1995, faculty meeting.

E. Financial Responsibility
No student may register or receive credit for any course unless the balance due on the student’s account has been paid. A monthly late payment charge equal to 1.5 percent of the amount past due will be assessed in instances where the payment deadline is not met, unless a waiver has been obtained from the director of fiscal and auxiliary services prior to the payment deadline. When a personal check is offered in payment of charges in a student’s account and the check is not honored, a charge of $25 will be assessed. No transcripts or diplomas will be issued until all college financial commitments have been met.

F. Grading Policies

1. Policy Statement

a) At the beginning of each year, the school will provide students with complete information pertaining to the grading system, including objectives, grade designations, qualitative descriptions, criteria for continuance in school and graduation, system of weights, and grade distribution guidelines.

b) The syllabus for each course should contain an explanation of how grades for that course will be determined.

c) Being aware of performance level during the term is the student’s responsibility; whenever possible, however, faculty members should warn students when performance falls below a satisfactory level.

2. Objectives of the Tuck Grading System

a) To enhance the student’s learning experience and not put artificial barriers between the student and the learning process.

b) To assist the faculty in making critical decisions about the student’s progress, e.g., whether a student is maintaining adequate graduate level performance; whether the student should continue at the school or be disciplined with respect to performance; whether a special commendation for superior performance is warranted; and, finally, whether the student should receive the degree.

3. Description and Distribution of the Tuck Grading System

Faculty members are encouraged to use the following qualitative criteria to recognize the students’ level of performance. Because students in a course tend to display considerable variation in performance, percentage guidelines for final course grades have been agreed upon by the faculty in order to maintain comparability across courses. In the process of assigning final grades, qualitative judgments should be given priority but should be reconciled with the percentage guidelines as a means of controlling against possible grade inflation and extreme variation between courses.
4. Qualitative Descriptions of Grades

<table>
<thead>
<tr>
<th>Grade Category</th>
<th>Qualitative Description</th>
<th>Grade Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors</td>
<td>Indicates a performance which clearly exceeds professional standards and the instructor’s expectations for MBA students.</td>
<td>H</td>
</tr>
<tr>
<td>Satisfactory Plus</td>
<td>Indicates a performance which clearly meets professional standards and falls in the higher range of the instructor’s expectations for MBA students.</td>
<td>S+</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Indicates a performance which meets professional standards and the instructor’s expectations for MBA students.</td>
<td>S</td>
</tr>
<tr>
<td>Low Pass</td>
<td>Indicates a performance which is marginal in relation to professional standards and below the instructor’s expectations for MBA students.</td>
<td>LP</td>
</tr>
<tr>
<td>Fail</td>
<td>Indicates a performance which is clearly below professional standards and warrants loss of credit for the work.</td>
<td>F</td>
</tr>
</tbody>
</table>

5. Grade Distribution

In order to maintain comparability among courses, the faculty has agreed on the following percentage guidelines for first and second-year final course grades.

<table>
<thead>
<tr>
<th>Grade Category</th>
<th>Lower Limit</th>
<th>Upper Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year</td>
<td>0%</td>
<td>15%</td>
</tr>
<tr>
<td>Second Year</td>
<td>0%</td>
<td>25%</td>
</tr>
<tr>
<td>Satisfactory Plus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year</td>
<td>25%</td>
<td>50%</td>
</tr>
<tr>
<td>Second Year</td>
<td>25%</td>
<td>50%</td>
</tr>
<tr>
<td>Satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year</td>
<td>25%</td>
<td>50%</td>
</tr>
<tr>
<td>Second Year</td>
<td>25%</td>
<td>50%</td>
</tr>
<tr>
<td>Low Pass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year</td>
<td>0%</td>
<td>15%</td>
</tr>
<tr>
<td>Second Year</td>
<td>0%</td>
<td>10%</td>
</tr>
<tr>
<td>Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year</td>
<td>0%</td>
<td>10%</td>
</tr>
<tr>
<td>Second Year</td>
<td>0%</td>
<td>10%</td>
</tr>
</tbody>
</table>

These guidelines are to be used to help define the grade categories; they may not be valid in small second-year courses.

6. Low Pass Grades

Faculty members are required to file with the registrar a written evaluation statement with each grade of Low Pass at the time grades are submitted. The statement is for use by the APC.
7. Policy on F Grades

A student who fails a required course will normally be expected to repeat the failed course at Tuck in order to complete requirements for the MBA degree. All plans for resolving the loss of credit due to an F grade in a required course need to be approved by the faculty member(s) who taught the course and the associate dean of the MBA program.

8. Policy on Incomplete Grades

In rare instances, a student who fails to complete the requirements of a course during the term in which that course is offered may be given a grade of Incomplete. In some cases, it may be appropriate for the director of the MBA Program Office to recommend a grade of Incomplete if the reason for not completing the course is nonacademic. In all cases, the Incomplete must be authorized by the faculty members involved and a date for completion of the coursework must be set. The grade of Incomplete and the completion date must be reported to the registrar. Unless this date is later extended by the associate dean of the MBA program (or, in the associate dean’s absence, the dean), the student must complete the coursework as of that date or receive a failing grade for the course. No Incomplete grade may be granted at the end of the spring term without the permission of the associate dean of the MBA program.

9. Policy on Changing Grades

Once a course grade has been recorded by the MBA Program Office, it is considered official and may not be changed except in cases of computational or recording error.

10. Policies on Grades in Non-Tuck Courses

a) Thayer School Courses

Grades received by Tuck students in Thayer School graduate courses will be directly transferred to Tuck grades and recorded as such. Grades of High Pass, Pass, Low Pass, and No Credit will be recorded on the Tuck School transcript as Honors, Satisfactory, Low Pass, and Fail, respectively.

b) Exchange Program and Dartmouth College Grades

Grades received by Tuck students in exchange programs or Dartmouth courses are recorded on their Tuck School transcript but are not considered for computing Tuck standing unless the grade is a D or an F. A grade of D will be translated as a Low Pass, and an F as a Fail.

G. Policies on Access to Tuck School Student Files

1. Confidentiality of Student Files

a) Contents of a Student File
The typical student file contains the admissions application and correspondence related thereto, transcripts from prior institutions attended, acceptance letter, commendation letters, and other correspondence between the student and the school. Letters of recommendation in support of a student’s application to Tuck are not retained.

b) Student File Information that Can Be Released

The following information, considered “directory information,” may be released to outsiders without the explicit permission of the student: student’s name, address, telephone number, photo, date and place of birth, citizenship, participation in officially recognized school activities, dates of attendance, degrees and awards received, previous educational institutions attended by the student, and previous places of employment. Any student who objects to this procedure should notify the registrar in writing and the school will be so guided.

c) The Family Educational Rights and Privacy Act (FERPA) dictates the maintenance and disclosure of student education records. Except for the list of directory information shown above, Tuck follows the FERPA guidelines stated in the Dartmouth Handbook.

2. Student Inspection of Student Files

The policy of the Tuck School is to permit each Tuck student, on request, to inspect and review his/her official file and to be able to challenge records which are deemed to be inaccurate, misleading, or to violate the student’s privacy or other rights.

• A student who wishes to inspect the file shall make an appointment for this purpose with the registrar, who is the official custodian of student records.

• Prior to the student’s inspection of the file, the registrar or his/her delegate will review the file and remove any material of a confidential nature that the student has waived the right to see. The school will not destroy any part of a student’s record if there is an outstanding request to inspect and review the file.

• The student’s inspection of the file should take place in a manner that provides the student with enough time to do a thorough job, adequate workspace to read the material and take notes, reasonable privacy, and protection from distraction. However, an officer of the school or a duly appointed representative shall be present to assure that nothing is taken from the file or altered. This precaution is required both to protect the integrity of the file and to protect the student from any later suspicion of having tampered with the material, however remote the probability of any such incident might be. If the file contains information on more than one student, the student will be informed of only the specific information that pertains to him/her.

• A student who wishes to add a memorandum to the file explaining, completing, or rebutting any item in the file may do so by addressing such a document to the registrar with the request that it be filed.
• A student who believes that information contained in the file is inaccurate or misleading or violates the student’s privacy or other rights may request that the school amend the file. The first step in such a process is to petition the director of the MBA Program Office for a review and judgment with respect to the item(s) in question. Such a petition must document its challenge with reasonable specificity and relevance. If the director judges the petition to be sufficiently concrete and relevant, the director will contact the author of the challenged document and attempt to settle the matter informally. If no satisfactory settlement can be reached by such informal means, the student may request a hearing by a subcommittee of the executive committee of the faculty to study the matter and make a recommendation to the dean. Such a subcommittee shall have at least one faculty member and one student member, unless for reasons of confidentiality the petitioner requests that no fellow student shall serve. The student will be afforded a full and fair opportunity to present evidence relevant to the issue raised and may be assisted or represented by individuals of his/her choice at the student’s own expense, including an attorney. The dean’s decision, which will be based solely upon the evidence presented at the hearing, will include a summary of the evidence and the reasons for the decision. Should the document in the student’s file, which is the subject of the above review, be one that was written by the dean, the senior ranking member of the Tuck faculty who does not serve as an administrative officer shall take the place of the dean in the description and requirements of this paragraph.

• If, as a result of the hearing, the dean decides that the challenged information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the dean shall amend or remove it and so inform the student in writing. On the other hand, if, as a result of the hearing, the dean decides that the challenged information is accurate, the student will be invited to place in the file a statement commenting on the information and/or setting forth any reasons for disagreeing with the decision of the school. Such a statement will become a permanent part of the student’s file.

H. Policy on Evaluation of Instruction

1. Policy Statement

The faculty is constantly exploring ways to improve the quality of classroom instruction and the overall learning climate of the school. One method for securing information relevant to this improvement is through a formal questionnaire completed by each student, rating each of the courses completed during the two years. The objectives of this questionnaire and the data generated from it are threefold:

a) To provide the individual faculty member with a source of feedback about student perceptions of the quality of instruction in each course;

b) To provide the dean with information relevant to counseling individual faculty in their teaching careers at Tuck; and

c) To provide students with the evaluations of elective courses in order to facilitate course selection in subsequent terms.
2. Administration of Evaluation Forms

Faculty will announce course evaluations in the classroom during the last week of each course. The MBA Program Office will distribute survey results to faculty after grades have been received by the registrar. Each faculty member will receive the statistics and comments for his/her own course, while distributive statistics are shared with the entire faculty.

3. Distribution of Summary Statistics

A statistical summary of the results of all elective second-year courses will be put on reserve in Feldberg Library by the MBA Program Office.

I. Policies for Grade Disclosure and Transcripts

1. Disclosure to Students

Final grades at the end of the term may be released to students only through the registrar’s office. The public posting or publishing of final grade distributions by course (either by the registrar or by individual faculty members) is prohibited, for summary publication of final grade distribution tends to imply that there is a proper percentage for Honors and Low Pass. However, an inquiring student may be told the final grade distribution in a particular course if such information is desired.

2. Disclosure to Outsiders

Underlying Tuck’s policy on grade disclosure to outsiders is the belief that the student has a right to privacy with regard to his/her grades and that the student alone should determine whether grade information may be released to outsiders. Grade transcripts may not be released to outsiders (i.e., individuals who are not members of the Tuck faculty or administration) without the written authorization of the student. Transcripts from other institutions in the student’s file may not be released.

3. Transcripts

Official transcripts may be obtained from the registrar. The school reserves the right to withhold transcripts for students with unpaid bills.

J. Policy on Readmission to the MBA Program

1. Departure During the Fall Term, First Year

Students who leave during the fall term of the first year will need to apply for readmission, which will only be granted in cases of extenuating circumstances in consultation with the director of the MBA Program Office.

2. Departure After the Fall Term, First Year
Students who leave the school voluntarily in good academic standing any time after the fall terms of the first year but before completing the MBA degree remain degree candidates for a period of five years from the date of leaving, provided the student was never placed on probation while enrolled. During this period, students may re-enroll for the purpose of completing the requirements for the degree. In such cases, candidates may elect to complete the degree work under (1) the course requirements at the time of their initial enrollment (provided the necessary courses are still being offered) or (2) the requirements at their time of re-enrollment. The academic standards at the time of readmission will apply.

3. Readmission After Five Years

Students who leave the school in good academic standing before completing the MBA degree and who do not re-enroll within the five-year period are required to apply for readmission through the Admissions Office. Readmission will be granted only in cases of extenuating circumstances. If such an application is approved, the course requirements and academic standards in force at the time of readmission will apply. A student who withdraws a second time prior to completing the MBA degree will normally not be permitted to re-enter the program.

4. Students on Probation

Students who leave while they are on probation must re-apply for admission, which is not automatically granted.

5. Students Who Have Been Dismissed

Dismissed students may re-apply for admission, which will only be granted under extraordinary circumstances.

K. Policies on Student Awards

1. Edward Tuck Scholars

Edward Tuck Scholars are those students who have demonstrated outstanding academic performance during their two years at Tuck.

a) Criteria

• The Edward Tuck Scholar award is based on academic grade point average for full two-year performance at the end of the second year. The highest-ranked Edward Tuck Scholars will be designated as graduating with Highest Distinction, High Distinction, and Distinction.

• Students with admitted or proven violations of the honor principle, social code, Dartmouth College regulations, or students who have been on probation may be disqualified from all academic awards by the APC.
b) Procedure

• The APC shall review the list of students and disqualify based on the second criterion above.

• The faculty shall be given (1) a list of all qualified students, ranked by cumulative GPA, and (2) historical information about typical percentage of Edward Tuck Scholars. From this list, the faculty shall vote on the number of Edward Tuck Scholars (normally around 15 percent). From among the highest-ranked Edward Tuck Scholars, the faculty shall select the number of students graduating with Highest Distinction (normally around 1 percent), High Distinction (normally around 2 percent), and Distinction (normally around 4 percent).

*Edward Tuck Scholar Policy adopted at the June 8, 1994, faculty meeting.*

2. The Arnold F. Adams Jr. Award for Excellence in Entrepreneurship

The Arnold F. Adams Jr. Award for Excellence in Entrepreneurship is awarded to that team of second-year students that, through its project in entrepreneurship and other actions, meets high professional standards and demonstrates outstanding potential for beginning a significant new enterprise. The award recipient is selected by a committee of faculty from the area of entrepreneurship.

3. The Tuck Centennial Student Award

The Tuck Centennial Student Award, determined solely by the student body, is awarded to one first-year student and one second-year student who exemplify the spirit and character of the Tuck School. The recipients are chosen based on their contemporaneous contributions to the entire Tuck community over the past school year. Nominated students should embody extensive involvement in serving both the Tuck and Upper Valley communities, firm commitment to the traditions and principles of Tuck, outstanding leadership and integrity, and selflessness in everyday actions.

The student body nominates classmates, the top five nominations are placed on a ballot, and the class selects its winner.

*Centennial Award Policy adopted by Tuck student body, Spring 2000.*

4. The James A. and Sabra M. Hamilton Prize in Administration

The James A. and Sabra M. Hamilton Prize in Administration is awarded to that member of the second-year class who, through personal qualifications and accomplishments in courses in the fields of business policy and organizational behavior, shows the greatest attributes of a capable administrator. The award recipient is selected by a committee of faculty from the areas of organizational behavior and business policy.

5. The Lieutenant (J.G.) Walter A. Jacobs Memorial Prize
The Lieutenant (J.G.) Walter A. Jacobs Memorial Prize is awarded to a student who, during the first year, has demonstrated intellectual ability and curiosity, sound judgment in academic work and activities outside the classroom, and personal habits and conduct that inspire confidence and enthusiasm.

Students are asked to nominate three classmates for this award and to identify criteria they feel each nominee demonstrates. The names of the three or four students who receive the most votes are forwarded to the faculty who taught first-year students during the year, and the faculty members select the award recipient.

6. The Charles I. Lebovitz Memorial Award

The Charles I. Lebovitz Memorial Award is awarded to the second-year student who, during the first year at Tuck, has made an outstanding contribution to the daily life of the school in the following ways: displays interest in academic achievement; is concerned with the overall improvement of the Tuck School; actively participates in school functions and contributes to their success; is concerned with helping other students in their efforts, especially scholarship; and actively participates in class discussions and displays independent intellectual curiosity; and was not the recipient of the Lieutenant (J.G.) Walter A. Jacobs Memorial Prize.

Second-year students are asked to nominate three classmates for this award and to identify criteria they feel each nominee demonstrates. The names of the three or four students who receive the most votes are forwarded to the faculty who taught during the year. The faculty select the award recipient.

7. The Lillian and Charles Leech Prize for Excellence in Finance

The Lillian and Charles Leech Prize for Excellence in Finance is awarded to a graduating student who has shown excellence in the academic area of finance. The award recipient is selected by a committee of faculty from the area of finance.

8. The Dero Saunders Award

The Dero Saunders Award is awarded to a graduating student who, through both personal qualities and accomplishments in management communication courses, demonstrates outstanding ability to communicate effectively as a manager. The award recipient is selected by a committee of faculty from the area of management communication.

9. The Julia Stell Award

The Julia Stell Award is presented to a small group of students who have made substantial contributions to the Tuck community during their two years at Tuck, played a leadership role in school programs and functions, and shown extraordinary efforts to help fellow students, especially in scholastic efforts.

In the spring of the second year, a publicly announced period of open nominations (from all members of the Tuck community, including faculty, staff, and students) will occur. This nomination process will be administered by the MBA Program Office. A small committee
(including at least one student, the senior associate dean, and the associate dean and assistant deans of the MBA program) will cull down the list and select statements from nomination forms. The faculty, staff, and students will vote. The committee will choose a small number of students (normally 2 to 5 percent) based on the vote.

Julia Stell Award Policy adopted at the June 8, 1994, faculty meeting.

1. Dartmouth College Refund Policy

The College Policy on refunds for students for tuition and board (which also applies to Tuck students) withdrawing from the college, whether voluntarily or by dismissal, is set forth below.

1. Tuition

Refunds for students who withdraw after tuition has been paid, but prior to registration and the first day of classes, will be 100 percent of tuition. After the beginning of classes, refunds will be calculated as follows: a refund of 90 percent for withdrawal during the first week of the term, a refund of 75 percent for withdrawal during the second and third weeks of the term, a refund of 50 percent for withdrawal during the fourth week of the term, and a refund of 25 percent for withdrawal during the fifth week of the term. No refund will be made after the fifth week of the term.

2. Board

Refund shall be calculated on a pro rata basis for any student who withdraws voluntarily or who is dismissed from the college during the term.

3. Residence Hall Room Rents

If you are living on campus in a residence hall and leave before the end of the academic year, you are responsible for the rent for the remainder of the academic year. Exemptions from this rule may be made at the discretion of the Assistant Dean of the MBA Program and the Fiscal Officer.

4. Other Charges

Charges for the Dartmouth Student Group Health Plan are non-refundable. Other miscellaneous fees and charges, including student activity fees and technology fees, are refundable using a pro rata formula.

The only exception to this policy will be for students receiving Title IV, HEA federal financial aid who are attending Dartmouth for the first time and who withdraw on or before the 60 percent point in time of their first term of enrollment. Refunds for these students will be calculated using the pro rata refund formula prescribed for these particular students by federal regulations. Please consult with the Tuck Financial Aid Office for particulars and examples.
In the case of a withdrawing student receiving Dartmouth or Tuck scholarship assistance or federal financial aid, the share of the refund returned to the student or family is dependent upon a number of factors. The amount of scholarship retained and/or the amount of repayment due to federal programs must be calculated in accordance with applicable regulations and formulas. Please consult with the Tuck Financial Aid Office for particulars and examples.

Refunds, scholarship adjustments, and repayments of federal funds are recorded to the student's account. All requests for student account refunds shall be submitted in writing to the Student Accounts Office, and any balance due the student upon the making of such adjustments shall be paid to the student within 30 days.

In any instance where it is felt that individual circumstances may warrant exception to the Refund Policy, the student may appeal in writing to the director of fiscal services at Tuck.

M. Registration Policies

All students are required to register online on registration day from an on-campus networked computer. This ensures that students are physically on campus prior to the start of classes.

1. Late Registration

Unexcused late registration carries a fine of $50. A student who is more than five working days late may be denied the opportunity to register. In such cases, the executive committee will decide upon the matter in response to a written petition from the student. The executive committee will advise the dean, who will make the final decision. Illness, death in the family, and so forth are, of course, legitimate reasons for late registration. However, the registrar should be notified as soon as is practical if a student will be unable to register. Note that job interviews will not be considered a valid excuse for late registration under any circumstances.

2. First-Year Registration

a) Number of Courses Per Term

Each first-year student is required to enroll in all first-year required courses during the first year (unless an exemption has been granted by the faculty member and associate dean of the MBA program). Currently, the following courses are required during the first year:

Capital Markets; Decision Science; Financial Measurement, Analysis and Reporting; Global and Competitive Strategy; Managerial Economics; Global Economics for Managers; Leading Individuals and Teams; Leading Organizations; Personal Leadership; Marketing; Operations Management; Statistics for Managers; Analysis for General Managers; and Management Communication.

Each first-year student is also required to complete the First Year Project and two elective courses in the spring term. Students may take up to three elective courses in their first year,
with two being required and one being carried forward to count as one of the 12 electives required in the second year. Only one additional elective may be carried forward in this manner.

3. Exemption Policy

Students whose prior education includes coursework similar to that contained in Tuck core courses may request a course exemption only in courses where exemptions are allowed. Exemption request forms, available in the registrar’s office, must be signed by the instructor of the exempted course (after the written exemption test or the exemption interview), the instructor of the substituted courses, and then returned to the registrar’s office for associate dean approval. Students who have covered similar subject matter at an earlier time may find the Tuck course is taught in a different way, has new goals, and is linked closely to work in other required courses.

Exempting a required course allows students to take a second-year elective in its place. The exemption, however, neither lessens the total number of courses required for graduation nor the number of electives (12) required during the second year itself.

4. Second-Year Registration

a) Number of Courses Per Term

Each second-year student must complete 12 electives. A student may enroll in three, four, or five courses in any one term; however, students must enroll in a minimum of three courses in any one term and at least the equivalent of 12 full-length second-year courses must be completed during the second year to satisfy MBA degree requirements. Students may carry over one elective credit from the first year toward the second-year elective requirement. Students who take an exchange term may receive credit for no more than four electives for the term (even if a greater number of courses is actually completed). Tuition for the second year will be the same whether a student receives credit for 12 or more courses. A student who elects to enroll in more than the minimum number of courses required during a term (three) must satisfactorily complete all courses and will not be allowed to drop a course partway through the term.

b) Minicourses

Certain second-year courses are designated minicourses and meet generally for half of a term. For graduation requirements, minicourses count as one half of a regular course.

c) Selection of Courses

Students are expected to make their course selections during pre-registration each term. They are encouraged to look at course syllabi and consult with faculty about the courses. A student who remains in doubt about which of two courses to take should attend both in the opening days of the term.

d) Final Changes in Schedule
All changes in the student’s official schedule must be made prior to 11:00 P.M. on the fourth day of the term.

e) Courses Outside Tuck

A second-year student may elect to take as many as three non-Tuck Dartmouth courses during the year. Such choices must be approved by the associate dean of the MBA program. The principal criterion for approval will be the relevance of the non-Tuck course to the student’s plan of study and career plans. In addition, preference will be given to courses designed primarily for juniors, seniors, or graduate students; elementary courses in most subject areas will not be approved for Tuck credit. Language courses may not be taken for MBA degree credit. Students who wish to take more than three non-Tuck courses in the second year should direct a petition to that effect to the executive committee of the faculty. (There is one exception to these guidelines: students governed by the regulations of the combined Tuck-Thayer MBA/MEM and MBA/MD degree programs.)

N. Seminars

The term “seminar” is to be used only for second-year courses that are intended to expose students to emerging issues on the frontiers of a discipline and will normally involve substantial reading of the academic literature of the field. Policies regarding seminars are as follows:

a) Approval of the faculty, upon recommendation by the curriculum committee, is required each time a seminar is to be offered.

b) Registration in the course requires the permission of the course instructor or instructors. Registration will be limited, normally to 15 students.

c) Criteria determined by the instructors in the course will be used in the selection of students as seminar members.

d) A student’s work in the seminar will result in oral and/or written report or reports.

Students may normally take no more than one seminar in any given term.

O. Faculty-Directed Research

Students may participate in faculty-directed research options, carrying regular second-year course credit, under the following guidelines:

• Students will be invited by a faculty member to work on a research project that is of primary interest to the faculty member. Students who elect to participate may then decide whether to seek course credit for the activity or to assist outside the formal MBA program requirements.

• Faculty/student participants will present written proposals for the approval of the executive committee, which may wish to limit the total number of projects.
• Written proposals for faculty-directed student research projects shall be furnished to the executive committee not later than (1) the close of the second day of scheduled classes in the fall term or (2) one week prior to registration for the winter and spring terms.

• Students will usually, but not necessarily, begin this research activity during the summer between their first and second year of study. Either the faculty member or the student may terminate the relationship prior to the beginning of the following academic year.

• Students may receive a maximum of three courses of MBA credit for this work, and the maximal model will not be unusual. No grade will be given for faculty-directed research option work and no more than two courses’ credits may be obtained in any one term.

• Students may receive compensation at the research assistant stipend level, during the summer months only. During the academic year, only certain out-of-pocket costs may be reimbursed.

• The research will be a collaborative effort between the student and faculty member. One of its principal goals will be to provide both important scholarly results and substantial student benefit. For example, one output might be a jointly authored article for publication in a scholarly journal.

• All students who are engaged in faculty-directed research will be invited to participate in faculty research seminars. These seminars will provide opportunities for the students and faculty to discuss current faculty projects, hear guest speakers from outside Tuck, learn more about research strategy and methodology, and generate collaborative faculty research projects.

• In general, a student will not participate in the faculty-directed research option and engage in independent study in the same term.

• Election of the faculty-directed research option will not affect a student’s tuition for the year.

P. Independent Studies

Students may propose independent studies, and these will carry regular second-year course credit. Generally, (1) a student may not take more than one independent study per academic term, and (2) independent studies will be performed by students singly, but two or more students may propose a joint project in circumstances that justify a team approach.

Independent studies must be:

• Consistent with the philosophy and objectives of the MBA program;

• Equivalent to any other Tuck course in terms of rigor, academic quality, and workload (i.e., at least 12 hours a week);
• Not the equivalent of a project within the framework of an existing course, or clearly available beyond graduation; and

• A unique and independent contribution to knowledge. The questions asked must be specific enough to be rigorously examined yet also of general interest. The project cannot involve only the development of business plans or consulting projects, nor can it be merely a summary of the existing literature on a particular topic. Case studies are appropriate for independent studies. They must, however, involve the writing of a complete teaching note which integrates the research relevant to a particular case and which also provides an analysis of the case.

1. Procedures and Expectations

Each independent study will be supervised by two faculty members (mutually agreed upon by the student and the two faculty). These two faculty members will have full responsibility for supervising the project and for evaluating and grading the project at its conclusion. The Tuck School will not reimburse students for expenses incurred during an independent study.

a) Proposal

The independent study proposal should include a description of the project, the objectives, the methodology, the relevant reading lists, a timetable, and the expected outcomes. This project would normally be completed in one term and would not duplicate work from other classes.

b) Approval Process

The student shall (1) write the proposal, (2) obtain an independent study approval form from the registrar and have it signed by two faculty members, and (3) submit the signed form and proposal to the registrar on or before the fourth day of classes. (Students are responsible for attending a fourth class until their proposals gain final approval.) The registrar will, in turn, forward it to the associate dean of the MBA program for final approval.

c) Written Report

At the conclusion of the independent study (no later than the first day of the final examination period concluding a particular term), the student will submit a full written report to the two supervisory faculty members. The form and objectives of such a report should be settled among the parties as early in the term as feasible. The two faculty members will be responsible for evaluating the report and grading the independent study.

Policy adopted at June 8, 1994, faculty meeting.

2. Off-Campus Study
Students may propose to spend one term of their second year, and no more than one academic term, in study elsewhere, with the following understandings:

a) Off-campus study for Tuck credit must meet the same specifications as those in the Independent Studies Section of this handbook, and the student proposing off-campus study must be in good academic standing.

b) Off-campus study may include credit courses taken at another university in the U.S. or abroad.

- Such a program of study must be approved by the executive committee substantially in advance of the term in which it is to be performed, usually at least one month in advance.

- The student is responsible for obtaining the permission of the other university to take the program of study proposed.

- Tuck will not charge tuition for that portion of the term of off-campus study that is spent in courses for credit at another institution.

c) Off-campus study may consist of a major independent project of such size, scope, and educational promise to be judged a valid and valuable learning experience, in relation to the portion of the term’s time it will take (i.e., it may be a full term’s commitment or it may be combined with courses for credit at another institution). As an independent study project, it is governed by the specifications in the Independent Studies Section of this handbook.

d) Off-campus study proposals will always be judged both on their merit and against the opportunity costs of being away from Tuck for a term. Each student’s situation will be assessed in its own total particularity in making such judgments.

3. Exchange Programs

Tuck School currently has formal student exchange programs with the London Business School (LBS), the International University of Japan (IUJ), Institut Superieur des Affaires in Paris (HEC/ISA), WHU in Koblenz, IESE Business School in Barcelona, Leipzig Graduate School of Management (HHL) in Leipzig, Germany, the Australian Graduate School of Management (AGSM) in Sydney, Universidad Adolfo Ibanez in Chile, Instituto de Empresa (IE) in Madrid, ESSEC Business School in Paris, Indian School of Business in Hyderabad, IPADE in Mexico City, Keio University in Tokyo, SDA Bocconi in Milan, St. Gallen, Switzerland, SKK in Seoul, Korea, and China Europe International Business School (CEIBS) in Shanghai.

These programs allow Tuck students to spend a term overseas. Alternatively, Tuck students may spend one academic term of study at the Fletcher School of Law and Diplomacy at Tufts University in Massachusetts. Under the terms of the exchange agreements, Tuck may nominate one or more students to attend these schools for one term during the student’s second year. A Tuck student who goes to one of the six schools pays tuition at Tuck and will receive Tuck credit for the courses taken at the host institution.
4. Joint Programs

The Tuck School allows students the flexibility to work toward two degrees concurrently. There are established programs with the Fletcher School of Law and Diplomacy at Tufts University, Vermont Law School, the John F. Kennedy School of Government at Harvard University, the School of Advanced International Studies (SAIS) at Johns Hopkins University, Thayer School of Engineering at Dartmouth, Dartmouth Medical School, and the Dartmouth Institute for Health Policy and Clinical Practice. Typically the Tuck student receives one term of second year elective credit for a term spent at one of these institutions. Students who are working toward two degrees should file a plan of study with the registrar’s office.

5. Auditing Tuck Courses

Given the instructor’s approval and space in the class, Tuck students may audit Tuck courses. Auditors, however, may not participate in class discussions, may not take examinations or submit papers for critical comment, and may not receive a grade, formal or informal.

Q. Student Performance Review

1. Statement of Philosophy

The quality and integrity of the Tuck MBA degree depend upon the ability of the faculty to maintain the highest standards of student academic performance and student professional conduct. However, when students fail to meet those standards, the institution must act upon the evidence and deal with the consequences.

It is the faculty’s responsibility, therefore, to uphold the scholastic and professional standards of the school by reviewing and bringing to the attention of the associate dean of the MBA program and/or the director of the MBA Program Office academic and conduct problems as soon as they are observed. The interests of the faculty are represented in procedures for student performance review by the APC. In addition, at the end of each academic year, the faculty admits to the second year and certifies for graduation only those students who have met Tuck’s standards. Students are admitted to the second year by vote of the executive committee, based on the recommendation of the APC. The executive committee will then notify the faculty of their decision at the fall faculty meeting.

2. Criteria

a) Academic Criteria

Ability to meet the scholastic standards of the school, and potential to benefit from further work at the school.

b) Conduct Criteria
Ability to meet professional standards of the school, and likelihood of not significantly hindering the progress of other students.

3. Procedure

a) Faculty Review

It is the faculty’s responsibility to continually review the performance of students in their courses, promptly bringing to the attention of the associate dean of the MBA program and/or the director of the MBA program any students who are (1) performing unsatisfactorily in academic work or (2) failing to maintain a professional attitude in their relationships with their colleagues at Tuck, with the faculty, or with others they meet in connection with school activities. The associate dean of the MBA program will include this information in the student’s file, thereby providing the faculty with a comprehensive and current record of shortcomings in academic performance or in professional conduct. Normally, such information does not become part of the student’s permanent record and is removed upon graduation.

b) Counseling

The effective administration of a student performance review procedure requires that students be made aware of their status throughout the academic year. Students whose academic work reveals significant weaknesses should be advised on how to improve their performance; students who faculty or senior administrators believe are behaving unprofessionally should be advised on how to improve their conduct. In the absence of an agreeable solution, cases may be referred to the judicial board and/or a professional counseling service.

c) First Notice

Any student who receives two or more Low Pass grades cumulatively will be monitored and counseled by the deans of the MBA program. Any student who has been reported as behaving unprofessionally will be monitored and counseled by the deans of the MBA program.

d) Repeated Violation of the Academic Honor Principle

For any case where a student has violated the academic honor principle more than once, the cases shall be reviewed by the academic honor committee for possible further action. The rationale for this further review is that a student may have more than one violation, each of which was resolved individually with the faculty member involved. Faculty members will report cases to the judicial board and the associate dean of the MBA program. It will be the responsibility of the associate dean of the MBA program to ensure that a second violation triggers a review by the academic honor committee. The academic honor committee should at that point strongly consider dismissal from the program.

e) Probation

Students may be placed on probation in the following ways:
• Students who receive three or more Low Pass grades cumulatively are automatically placed on probation.

• Students who receive one failing grade are automatically placed on probation.

• Students who are reported to be exhibiting unprofessional behavior, even after they have been advised that their conduct was unacceptable, are placed on probation at the discretion of the associate dean of the MBA program.

f) Dismissal

Students may be dismissed from the program in the following ways:

• Students who receive six Low Pass grades cumulatively are withdrawn from the program. For purposes of this rule, a failing grade is counted as two Low Pass grades.

• Students who receive a second failing grade in the same course are withdrawn from the program.

• Students who are reported to still be exhibiting unprofessional behavior, even after they have been advised that their conduct was unacceptable and placed on probation, are withdrawn from the program.

• The withdrawal process is complete when the student submits a letter of withdrawal to the MBA Program Office.

g) Appeal

Students have the right to appeal their status on probation or their status as withdrawn from the program. Their petition must be made in writing to the APC. In the case of an appeal, the APC will make a final decision about the student’s status. In the case of dismissal for academic reasons, the APC may entertain an appeal by the student that cites reasons for poor performance. If the appeal is accepted and the student subsequently earns another LP or F grade, even after performing satisfactorily or well when retaking failed classes, the student will be dismissed again. It will be extremely rare that the APC will accept a further appeal.

h) APC Review

Each term, the APC reviews all cases of academic probation and unprofessional conduct. The APC may remove a student from probation after one or two terms in which the student has consistently met academic and conduct standards. At the end of each academic year, the APC summarizes the year’s cases in a confidential report to the faculty.

i) Federal Title IV Financial Aid Eligibility

3 Federal Title IV financial aid for graduate students may include federal Perkins Loans, federal Stafford Loans, and federal work-study employment.
For the purpose of measuring satisfactory progress toward the degree in order to maintain eligibility for federal funds, the Tuck Financial Aid Office reviews the academic records of students at the end of each academic year. In addition, the associate dean of the MBA program and/or the director of the MBA Program Office, along with the APC, reviews student grades at the end of each term to determine academic standing.

Students who receive a first notice or who are placed on probation are not restricted in their eligibility for financial aid and are given the opportunity to address their academic performance. These students must meet the standards of satisfactory academic progress at the end of the probationary period as determined by the APC and stated in the probation notice, or eligibility for federal Title IV financial aid will be terminated until the student is once again making satisfactory progress.

A student may regain eligibility for Perkins Loans and federal work-study employment for the payment period (academic term) in which he/she resumes satisfactory academic progress. For Stafford Loans, a student regains eligibility for the entire period of enrollment (academic year) in which he/she resumes satisfactory academic progress.

A student who appeals probation or dismissal is subject to the same financial aid guidelines described above while in the appeal process. Throughout the probation appeal process, a student is considered on probation for the purposes of financial aid, and therefore still eligible for federal Title IV funds. Throughout the dismissal appeal process, a student is considered dismissed for the purposes of financial aid, and therefore ineligible for federal Title IV funds. If a dismissal appeal is granted, eligibility is regained as of the date the appeal is approved; it is not retroactive to the date of dismissal. For details on each financial aid program and prorated funding amounts, please see the Tuck Financial Aid Office director or associate director.

4. Readmission

a) Students in Good Standing

Students not on probation who leave Tuck voluntarily remain degree candidates for five years, in accordance with the Policy on Readmission to the MBA Program section of this handbook.

b) Students on Probation

Students who leave while they are on probation must re-apply for admission, which is not automatically granted.

c) Students Who Have Been Dismissed

Dismissed students may re-apply for admission, which will only be granted under extraordinary circumstances.
Student Performance Review Policy adopted at June 15, 1999, faculty meeting.
IV. Tuck School Nonacademic Policies and Procedures

A. Alcohol and Event Policies

The primary concern of the alcohol policy of Dartmouth College, of which Tuck is a part, is the health and safety of members of the college community. As part of Dartmouth’s overall alcohol education efforts, the alcohol policy aims to deepen student awareness of the problems that the abuse of alcohol can create, and to involve the college and members of the college community in helping to alleviate these problems whenever possible. The college’s primary goals in this area remain educational ones: to develop alcohol guidelines that are clear, readily understood, consistent, and equally applicable to all students; to create a non-coercive social environment for those who choose not to drink; to promote moderation, safety, and individual accountability for those who choose to drink; and to maintain a community where the effects of alcohol abuse and the problems of behavior associated with it are openly discussed. Therefore, all members of the community need to be mindful of their responsibility to lend assistance to others in need of help because of a problem relating to alcohol. Also, the board of trustees has affirmed its commitment to eliminate the abuse and unsafe use of alcohol at Dartmouth and continues to endorse the focus on alcohol education and counseling in order to provide a safe environment for those who choose to drink alcohol.

Arts and Sciences Graduate Programs, Dartmouth Medical School, Thayer School of Engineering, and the Tuck School are working together to encourage a safe social atmosphere for members of the graduate and professional student communities and their guests.

These guidelines distill pertinent information contained in the Dartmouth College alcohol policy with the goal of facilitating event planning at the graduate and professional schools. Compliance with stated Dartmouth College policies is expected. Students are strongly encouraged to read the Dartmouth College Student Handbook at www.dartmouth.edu/~deancoll/documents/handbook/rules-regs/alc-drugs.html, the Social Event Registration page at www.dartmouth.edu/~security/services/eventreg.html, and the Social Event Management Procedures (SEMP) page at www.dartmouth.edu/~sao/semp.html for complete information, registration forms, useful links, safety tips, and details.

1. Goals

Social gatherings at Tuck are an important part of our community life. For all events, regardless of whether alcohol is present, the Tuck School strives to achieve the following goals:

• To respect the rights of all individuals and respect the property of others;

• To protect the health and safety of community members and their guests;

• To empower and encourage students to assume an active role in the planning and management of social events;
• To provide an enjoyable atmosphere conducive to positive social interaction;
• To model responsible alcohol use when alcohol is present;
• To decrease legal liability for students, organizations, and the Tuck School; and
• To comply with college policy and state and local laws.

2. Events Subject to These Guidelines

The following student sponsored events are subject to these guidelines:

• Any event in which one or more kegs are present;
• Evening events (defined as beginning at or after 5:00 P.M.) advertised to the graduate and professional student community in which alcohol of any type will be provided by a student organization; and
• Events where attendance is anticipated to reach more than 100 people or full club membership (whichever is smaller) and alcohol of any type is provided.

3. Procedures

Hosts, monitors and servers (as defined in the SEMP website listed above) should attend a training session as determined by the Tuck School. In the case of BYOB events, Tuck suggests that organizations retain servers.

Graduate student event organizers will submit an online form to Safety and Security by noon at least three business days prior to the event. The event registration will not be approved if this form is not completed. (The Social Event Registration Form is located on the website listed above.)

Since the organizers will need to get approval from the appropriate deans to have the event, it is not necessary to set up an appointment to meet with a member of the Dartmouth Student Activities office.

In addition to completing the Social Event Registration form, event organizers will follow the Tuck School procedures outlined below. At a minimum, the organizers of the event will contact, via email or in person, the Tuck MBA Program Office with the following information by noon at least three days before the event:

• The location of the event;
• The date, starting time, and ending time of the event;
• The number of attendees expected;
• The amount and type of alcohol (if it is being served);
• A description of the types of food, including amount and description, and non-alcoholic beverages that will be provided; and

• The names of the individual(s) who will ultimately be responsible for the event, i.e., the host(s).

The Tuck MBA Program Office will draft a letter containing the above information that is signed by the appropriate deans. The organizers of the event will make themselves available to meet with deans if there are questions or concerns prior to the event. Organizers will be responsible for identifying at least two party monitors who are to be sober and able to respond in case of an emergency. In most cases, these party monitors will be the Safe Rides drivers for the evening. The organizer of the event should contact the designated Safe Rides drivers to confirm they will serve as monitors. In the case that there are no Safe Rides drivers that evening, the organizer is responsible for identifying other party monitors. Please note that more monitors may be required depending upon the venue of the event. Tuck students should make sure they have met the requirements of the venue.

4. Problems During An Event

If there are any problems during the event, the organizers will contact Dartmouth Safety and Security directly at 646-2234 (for non-emergency issues). For emergency issues, organizers will call 911 first, and then call Dartmouth Safety and Security’s emergency number at 646-4000. If Dartmouth Safety and Security comes to an event and observes a problem, they will seek out one of the organizers/hosts and inform him or her of the problem at that time. The person(s) responsible for the event should proactively make themselves noticeable and available so that they are easily identified by Dartmouth Safety and Security Officers.

5. Event Cleanup

The expectation is that any facility used for an event will be left in the same condition as it was found. At the end of the event, the organizers are responsible for making sure that all remaining alcohol is locked up and secured and that trash is put in its appropriate receptacle. This means that all kegs—empty or otherwise—should be untapped and locked away. Any remaining alcohol that has already been served, i.e., cups of beer, should be collected and discarded.

6. Planning a Social Event at Tuck

a) Before the event, complete the following steps.

• Check the master calendar on TuckStreams to avoid scheduling overlaps.

• Reserve the room by using the Resource 25 WebViewer system. Resource 25 WebViewer automatically routes requests to the appropriate person. Room requests are complete when the requestor receives a confirmation notice.
• Get a signed “dean’s letter” through the MBA Program Office for official permission to serve alcohol.

• After reserving a room, email Tuck Events and Facilities to schedule an appointment to meet with Shelley Wirasnik, Facilities Manager, and if necessary, Ken Levakis, manager of dining services, to discuss the details of your event. They will then coordinate with the service entities on campus to meet your needs. Please note that advance planning is necessary. Work orders for special services require notification to Tuck Events and Facilities 28 days prior to the event.

b) Before the event:

• If ordering kegs, they are to be delivered to the Tuck School only through the designated members of the social committee whose names have been given to local merchants. This insures compliance with federally mandated law.

c) During the event:

• Never abuse alcohol; do not become intoxicated.

• Promote moderation, safety, and accountability for those who choose to drink.

• Do not serve alcohol to an obviously intoxicated person.

• Lend assistance to those in need.

• Provide trash containers at all exits at all events.

• Make nonalcoholic beverages available at all functions; do not coerce non-drinkers.

• Do not serve alcohol to anyone under age 21.

• Do not drink from or carry open containers of alcohol anywhere on the campus grounds. This includes the Green, Thompson Arena, the street leading down to Tuck, the parking lots, playing fields, and classrooms.

d) Additional guidelines for events held in Tuck community areas:

• Make prior arrangements with one of the Social or QLC Chairs for access to kitchen space.

• See that all alcoholic beverages, including kegs, are locked in the closet at the end of the night.

• Arrange for the cleaning of the community area immediately following the party by student volunteers. If the room is not in proper order by 8:30 A.M. on the following day, the designated host will be charged the cost of the cleanup.

e) Additional guidelines for Byrne Hall events:
• Purchase all alcohol through Ken Levakis to avoid jeopardizing the status of Byrne’s liquor license.

f) Additional guidelines for Stell Hall events:

• When you request the room, keep in mind that requests will be handled on a case-by-case basis by the director of the MBA Program Office in consultation with appropriate administrative offices.

• Make arrangements with Dartmouth Safety and Security to lock the Stell kitchen after the event.

g) Additional guidelines for Whittemore Great Hall events:

• Make arrangements with Dartmouth Safety and Security to lock the Whittemore storage closet and kitchen after the event.

h) Additional guidelines for events on Tuck Circle, Sachem Village or anywhere on Dartmouth property with more than 50 people present:

• Initiate permit registration process with the Conference Administration Office of Dartmouth College at 646-2923 and/or the town of Hanover or West Lebanon (takes about seven working days).

i) Additional Information about Other Dartmouth Facilities:

• Reserve Dartmouth facilities through the following Dartmouth offices: Tom Dent Cabin (near the river) and Smoyer Lounge (in Thompson Arena) through the Athletic Office at 646-3654; Alumni Hall (in the Hopkins Center) and the DOC House (at the end of Occom Pond) through the Conference and Events Office at 646-2923.

B. Smoking Policy

Tuck maintains a No Smoking Policy inside all buildings. There are two designated smoking areas outside. The first is located in the Byrne courtyard by the west entry doors of Stell Hall. Benches and disposal receptacles are available. The second area is located in the Whittemore courtyard. Benches and disposal receptacles are located under the bridge arches. If you choose not to use these two designated areas, please be considerate of other community members. Please dispose of refuse properly.

C. Vehicle Registration and On-Campus Parking Regulations

• Vehicle Registration

All students with motor vehicles must register them with the Parking Office located at 37 Dewey Field Road, Room 201. There is a fine assessed per term for failure to register a vehicle. Registration is free and runs from July 1 through June 30 each year.
• On-Campus Parking
Officially-posted signs determine the use of all parking areas on campus. Parking is prohibited in unmarked areas without signage.

There is a per-term fee for on-campus parking permits. To receive a permit, students must show their vehicle registration, valid driver’s license, and Dartmouth ID at the Parking Office located at 37 Dewey Field Road, Room 201.

Permit decals (of different colors for different categories) must be affixed to the front driver’s side and right rear bumpers of the vehicle or the passenger front and driver’s side back windows.

• Resident Students
Students living in Tuck residence halls will receive a decal and be assigned to the lower Dewey Field parking lot. Between 7 A.M. and 9 P.M. Monday through Friday, a Dartmouth/downtown shuttle bus runs between Dewey Field and Tuck Circle with service approximately every 10 minutes. Please pay close attention to the shuttle’s route, as it differs depending on the time of day.

• Commuting First-Year Students
First-year commuters (excluding those who live within ¾ of a mile of campus) will receive a decal and be assigned to the lower Dewey Field parking. Between 7am and 9pm Monday through Friday there is a campus/town shuttle bus running between the Dewey lot and Tuck Circle with service approximately every 10 minutes. Please pay close attention to the shuttle’s route as it differs depending on the time of day.

• Commuting Second-Year Students
Second year commuters (excluding those who live within ¾ of a mile of campus) will receive a decal and be assigned to the Ledyard parking lot. Students parking in Ledyard gain access to Tuck buildings by walking up Tuck Drive or using the stairs at the north end of the lot and entering Whittemore Hall at the lower level.

• Carpooling
Two or more commuting students may carpool and pay only one permit fee per carpool. Students wishing to carpool need to register together at the same time in order to receive the proper permits. Each student will receive the appropriate decal and the carpool group will receive one hanging permit to be displayed in the vehicle being parked on campus.

• Parking in the Evenings and on Weekends
Student vehicles, regardless of which color decal they bear, may be parked in any designated/signed lot or space (other than those reserved for delivery/service vehicles and those with handicapped permits) between 5 P.M. and 2 A.M. on weeknights, and anytime on weekends (between 5 P.M. Friday evening and 2 A.M. Monday morning).
• **Short-term Parking**

Student vehicles, regardless of which color decal they bear, may be parked in any designated/signed lot or space (other than those reserved for delivery/service vehicles and those with handicapped permits) for up to 15 minutes when using emergency flashers.

• **Student Visitor Parking**

Unofficial student visitor vehicles must be parked in their host’s assigned lot and display a temporary permit obtained from the Parking Office located at 37 Dewey Field Road, Room 201.

• **Violations**

Parking violations will be issued for the following:

  • Parking an unregistered vehicle on campus at any time;

  • Parking in any unauthorized area (spaces reserved for faculty and employees, visitors, service vehicles, or those with special handicapped permits);

  • Parking at any time, including nights and weekends, on Tuck Mall or Tuck Drive; in any fire lane including Tuck or Whittemore Circle; blocking any building or delivery entrance, roadway, or sidewalk; or on lawns and other areas not intended for parking;

  • Parking overnight on campus Monday through Friday, except in lots assigned to resident students;

  • Short-term parking without accompanying flashers;

  • Failure to display decals;

  • Failure to display decals in one of two designated spots on the vehicle; and

  • Securing or using parking permits through misrepresentation or fraud.

Fines for violations are as follows:

  • Improper parking within assigned lot: warning on first offense, $10 for second offense, and $20 for all subsequent offenses;

  • Parking in any unauthorized area (spaces reserved for faculty and employees, visitors, service vehicles, or those with special handicapped permits): $50 per violation;

  • Parking in a fire lane or blocking access to buildings or loading docks: $50 per violation;
• Parking an unregistered vehicle or vehicle without properly displayed permit: $50 per term; and

• Securing or using parking permits through misrepresentation or fraud: $75 per violation.

Vehicles with more than three violations are subject to a $100 fine and being towed or immobilized.

Questions concerning parking and permitting should be addressed to Parking Operations, 37 Dewey Field Road, Room 201, 646-2204. Hours are from 8 A.M. to 4 P.M., Monday through Friday.

D. Residence Hall Maintenance and Storage Policy

All facilities-related problems or feedback should be reported to Tuck Events and Facilities via email or voicemail at 646-0201. Be specific in describing the location and nature of the problem. Bathroom cleaning service will be provided in the residence halls once a week. Students living in Tuck residence halls have limited storage space within their respective buildings during the school year. Whittemore Hall has a resident storage room on the ground floor. Students living off campus are provided a locker located within Tuck buildings. No storage is provided during the summer. Any student belongings remaining in the buildings after July 1 will be either disposed of or donated to charity.

E. Lost Keys

In the event a student misplaces a key, he/she may obtain a replacement key by contacting Tuck Events and Facilities. If the lost key is a mailbox key, locker key, or study room key, the student will need to pay $5.00 by cash or check to receive a replacement key. If a dorm room key is lost, Tuck Events and Facilities will issue a temporary replacement key to the student at no charge. If the replacement key is not returned by noon on the next business day, a work order will be submitted to rekey the dorm room. The student will be required to pay the cost of the rekeying ($40.00) by cash or check in order to receive the new key.

F. Lost and Found

The lost and found for miscellaneous articles is located in the MBA Program Office and the Mailroom.

G. LaCorte Exercise Room

The ground level of Whittemore Hall contains an exercise room that is available to the Tuck community. Full-time regular staff and faculty as well as Tuck students and their partners can use the facility once they have completed a training session on the proper use of the equipment and signed a liability release and waiver form. The room is open between the hours of 6:00 A.M. and midnight, seven days a week.
H. Student Mail

Tuck Copy Center employees sort the U.S. mail on a daily basis and are available to distribute packages to the student mail area each day. Issues with mailboxes should be reported to Tuck Events and Facilities.

I. Dog Policy

In 2001, a committee consisting of faculty, staff, and students established a policy of rules to regulate dogs on the Tuck premises. Dogs should continue to be a part of the Tuck community, but the ability to bring a dog to Tuck is a privilege, not a right. The rules must be followed by all dog owners to ensure the safety, comfort, and professionalism of the Tuck community. The following rules apply to all dogs brought to Tuck with the exception of service dogs that provide assistance to people with special needs and/or disabilities.

1. General Rules

a) All dogs must wear a collar with clearly visible ID and current license tags while at Tuck.

b) Dogs must always be on a leash and under control when in a public space at Tuck. Standard leash length is six to eight feet within the building, but the leash should be shortened when passing through narrow spaces at Tuck.

c) Owners are responsible at all times for cleaning up after their dogs and for the general behavior of their dogs, including noise, odor and other annoyances such as fleas. Owners should not bring their dog to Tuck if the dog is aggressive toward people or other dogs.

d) Owners are solely responsible for any damage to private or Tuck property or for any injuries caused by their dogs. The school and/or injured person may recover damages from the dog owner.

e) Dogs should be under the control of their owners at all times. They should not be left unattended or tied alone in any public places in or around the Tuck buildings.

2. Dog-Free Zones

a) Dogs should not be housed in Tuck school employee offices during the hours of 8:00 A.M.–5:00 P.M. on regular workdays. This includes offices in Tuck, Chase, Woodbury, Murdough, and other locations such as off-site Tuck offices. The associate dean of strategy and operations may grant exceptions to this rule on specific occasions or in extenuating circumstances, on an individual basis.

b) Dogs are prohibited at all times from restrooms and dining facilities, including PepsiCo in Byrne Hall. They are also prohibited from Cook Auditorium during general assemblies.

c) Tuck will be in compliance with Dartmouth College policy, which states that dogs are prohibited from residence halls, including public spaces within these buildings.
d) In addition, “dog-free” zones will be established in certain designated areas of Tuck buildings. These zones include one study room in Byrne, one study room in Bosworth, one study room in Whittemore and the entire Living and Learning Center (this includes Achtmeyer Hall, Pineau-Valencienne Hall, Raether Hall, McLaughlin Atrium, and all classrooms and study rooms.

3. Dogs in Classes

a) The presence of dogs in a class session may occur with the unanimous approval of every student and faculty member in the class. Any person who wishes to bring his/her dog to class must receive prior approval via confidential, unanimous vote of the students and faculty in the class. Without exception, if anyone objects to having a dog in class, the dog will not be permitted.

b) In order to be sure that every student in a class has the opportunity to confidentially voice their objection to having a dog in class, the following procedure shall be the norm if a student or professor wishes to bring a dog to class. The professor shall make an announcement in class that an individual has asked if he/she could bring his/her dog to class, and that all members of the class should communicate their agreement or objection to their course rep(s) within the next 48 hours. If any student or professor tells the course rep that they would not like to have a dog in their classroom, then no dogs shall be allowed. The vote will be completely confidential under the honor principle, so students should not have any concerns about voicing their objection to the course reps.

4. Complaints and Penalties

a) Any person wishing to cite a violation of these rules can do so by speaking directly to the owner of the dog.

b) If the person is not comfortable doing so, or if the complaint has not been resolved informally, a complaint should be made to the office of the assistant dean of the MBA Program of the assistant dean of operations.

c) Repeated violation of these rules will result in the barring of the dog from the Tuck campus and buildings.

d) In the event of bodily injury caused by a dog, the dog will be immediately removed from Tuck and permanently barred from returning.

J. Policy on Course Project Reimbursement

The Tuck School will not reimburse students for expenses (telephone, travel, duplicating, postage, etc.) incurred in connection with course projects or class assignments except when funding is available specifically for this purpose. Approval must be obtained from the associate dean of the MBA program and the director of fiscal services prior to incurring expenditures for reimbursement.
K. Policy on Declining Balance/Meal Plan

Each term, Tuck students are automatically charged a sum of money for food to be purchased in Byrne Hall. The amount varies by term and by place of residence (dormitories or off campus), and is placed on each student’s ID card. When food is purchased in Byrne Hall using a student ID card, the amount spent is entered on the cash register and then subtracted from the balance in the account. When the declining balance reaches zero, additional charges may be incurred on the ID card. This additional amount will be charged to the student’s discretionary account. Food purchased from any other college dining facility will not reduce the “declining balance” in the account. Up to $100 from the fall term may be carried over to the winter term. Up to $100 from the winter term may be carried over to the spring term. No amount from the spring term may be carried over to the next year. Any amounts not carried over in a given term will be forfeited.

L. Policy on Student Employment

Tuck students who are employed by the school in any capacity—e.g., teaching assistance, research assistance, clerical work, computer programming—must coordinate their employment process with the Tuck Human Resources Office, in addition to coordinating their employment process with their direct supervisor, e.g., a faculty member. The Tuck Human Resources Office provides students with pay rate and payroll information, I-9 and W-4 forms, and all other Tuck employment process services and referrals. All Tuck-employed students are expected to complete and submit their time sheets regularly.

M. Policies Regarding Contact with Alumni/ae, Overseers, and Outside Organizations

The establishment and maintenance of good relationships with alumni/ae, overseers, corporations, and other organizations is of vital importance to the school, the students, and the faculty. Students must recognize the school’s extensive relationships with alumni, overseers, and outside organizations and its interest in maintaining those relationships at a high level and with coordinated communication. To ensure and protect the legitimate interests of all parties in these relationships, students should observe the following guidelines in their contacts with alumni/ae, overseers, and outside organizations:

1. General

With any outside contacts, remember that you are representing the school and therefore should conduct yourself in a professional manner.

2. Alumni

As a general rule, students may contact alumni in their capacity as corporate employees to solicit them for corporate support. However, they should not contact alumni with requests for individual support. Students must get approval from the executive director of development and alumni services for any exceptions to this rule.

3. Overseers
Any students wishing to contact members of Tuck’s board of overseers must first get approval from the executive director of development and alumni services.

4. Student Clubs

Because different people within the Tuck community could be working with the same business or organization, students interested in contacting organizations for either funds or guest speakers as part of a club-sponsored event should first talk with the director of the MBA Program Office and the executive director of development and alumni services. They will work with students to increase the chance of fundraising success while protecting Tuck’s interests. Always use student organization letterhead, not Tuck letterhead, when corresponding with outside contacts.

A club member should be assigned the responsibility of reviewing the student fundraising database when planning outside contacts, and of updating the database as necessary.

Major events will be given priority in the pursuit of past sponsors.

5. Student Research

A number of Tuck School courses, particularly in the second year, entail fieldwork on the part of the students. In planning such fieldwork, students should observe the following practices:

• Do not initiate contacts with an outside organization, including the mailing of written questionnaires, without the approval of the director of the MBA Program Office. The principal reason for requiring such notice is to advise the student of any relationship that may already exist between the school and the organization, or of any conflict of interest that might arise from undertaking this new relationship.

• Make it clear that you are a student engaging in outside research as part of your coursework at Tuck. Under no circumstances should you convey the impression that you are a member of the school’s faculty or research staff.

• Do not solicit or accept money or gifts from cooperating organizations as compensation for course-related research.

6. Student Consulting

Occasionally, Tuck students provide business or professional consulting services to outside agencies. The details of such consulting arrangements are a private matter between the student and the contracting organization. As with course-related research projects, however, it is important for the school to know that consulting relationships with outside organizations exist. Experience indicates that if these precautions are observed, the school’s interests can be protected without undue restrictions on the freedom of students to engage in outside research and consulting. The school has adopted the following policies:
• Inform the senior associate dean if you undertake a consulting relationship with an outside individual or organization.

• Never use the name of the Tuck School for the purpose of promoting consulting activities. Unless a particular contract served by the student has been arranged by the school and is supervised by representatives of the school, the student consultant must in no way imply that the services provided are formally associated with, or supported by, the school. This means that the student must not use the Tuck School letterhead or a research title or any similar device that might mislead the client in this respect.

• Do not use the school’s facilities, equipment, and supporting services for commercial activities without the permission of the director of fiscal services and proper accounting procedures. These constraints are particularly pertinent to computer facilities, telephones, photocopying, and the postage meter.

Questions about or problems with interpreting these guidelines should be directed to the senior associate dean.

N. Policies on Tuck School Proprietary Interest

1. Use of Tuck Name

The Tuck School protects its proprietary interests in its name. It is expressly forbidden for the Tuck name to be used in commercial ventures of any kind.

2. Use of Tuck Logo

To keep the visual element of Tuck’s identity consistent, do not use the Tuck logo without checking first with the director of the MBA Program Office.

3. Use of Tuck Letterhead

Students may not use official Tuck School stationery without the written authorization of a member of the faculty and/or the director of the MBA Program Office. If such authorization is given, a copy must be filed with the MBA Program Office, and the student using the stationery must state his/her status as a student in all correspondence.

4. Use of Office Equipment

Computers, office telephones, typewriters, and other equipment located in Tuck administrative offices are generally not available for student use.

5. Use of Tuck Facilities for Business Purposes

The operation of private commercial ventures on Tuck or Dartmouth-owned premises is not permitted.
O. Recycling Procedures

Established on July 1, 1988, Dartmouth Recycles is a campus-wide attempt to divert as much of the college’s waste stream as is economically feasible from entering the local landfill. Tuck offers recycling for aluminum cans and certain plastics, glass, paper, laser toner, InkJet cartridges, batteries, cardboard, transparencies, Styrofoam packing peanuts, and CDs and diskettes. These materials are collected in separate containers. Should you have any questions about recycling, please email Dartmouth Recycles.

P. Student Services (On-Campus)

1. Fax Machines

There are three fax machines for student use. Sending a domestic fax is free; sending an international fax requires a calling card. Complete directions for use are posted on the machines. The first fax machine is located on the ground floor of the Bosworth Career Center (incoming fax number: 646-3339). The second is in the Business Resource Center on the ground level of Whittemore Hall (646-3504), and the third is in the MBA Program Office, 111 Tuck Hall (646-7585).

2. Lockers

Lockers are available on the ground floors of Tuck and Whittemore Halls for students who live off campus. Lockers will be assigned by Tuck Events and Facilities.

3. Mailboxes

Students are assigned individual mailboxes with key locks in the student mailroom on the lower level of Stell Hall. Plan to check your mailbox at least once daily to avoid missing important class, social, and other information. Staff sorts the U.S. mail on a daily basis. Packages are delivered to the student mailroom. You will receive a pink notification slip in your mailbox when a package for you is received. You may sign out the mailroom key from the Copy Center in 13 Tuck Hall to access the mailroom to pick up your package.

4. Photocopiers

There are photocopiers located in the Feldberg Library that are available to students for a fee. Copy-check cards can be purchased at the library for use on these photocopiers. There are also two photocopiers available to students that do not require copy-check cards. One is located on the mezzanine level of Bosworth, and the other is in the Business Resource Center on the ground level of Whittemore.

There are two machines in the Copy Center in Tuck Hall for faculty and administrative use. Students may not submit work to the staff or use these machines themselves unless the machines elsewhere are out of order.

5. Study Rooms
Group study rooms on the seminar level of Byrne Hall, on the first and second floors of Whittemore Hall, in the Bosworth Career Center, and the first floor of Achtmeyer and Pineau-Valencienne Halls are for use by Tuck students and participants in executive programs, except on occasions when they are reserved for special meetings, exams, and during interview periods. Your student study room key will provide access to all study rooms and these rooms should be kept locked when they are not in use. Notices will be posted on the doors when the rooms are not available for student use. These rooms are for group study only.

Study rooms may be reserved no more than 12 hours in advance. In order to reserve a study room, please go to TuckStreams and under “My Courses”, click on “Reserve a study room”.

Groups of two or more students who are engaged in classwork that requires a verbal exchange will have priority use of study rooms. Study rooms may be used by individuals with the understanding that groups with a reservation may rightfully request the room and ask the individual to leave. Study rooms are considered vacant when left unattended for more than 20 minutes.

It is appropriate for a group occupying an unattended space to carefully organize materials left in a room, placing them to the side. Study groups that once occupied a room and no longer require the use of the room should be prepared to vacate the room upon request.

Study rooms may be reserved in large blocks by Tuck administrative departments. This use will be balanced against MBA program needs.

a) Study Room Etiquette

• It is appropriate to lightly knock on a door and open it to discern if a study room is occupied.

• Study room drapes should not be completely closed, so that interested groups may determine if a room is occupied. If an occupant is asked to vacate a room, the incoming study group should provide reasonable time for the occupant to collect his/her belongings.

b) Conflict Resolution

• All attempts to resolve study room issues should be explored at the point of conflict, and reasonable accommodations should prevail. It is anticipated that conflicts will be resolved at this point.

• Conflicts that cannot be resolved should be brought to the Assistant Dean of the MBA Program or the judicial board as a social code violation.
7. **GreenPrint**

GreenPrint is the public Dartmouth campus network printing system that is now available for use at the Tuck School. Thirteen GreenPrint Release Stations (each consisting of a Windows computer and high speed HP LaserJet printer) are located around Tuck and additional release stations are available around campus. For locations of printers: [http://mba.tuck.dartmouth.edu/pdf/greenprint.pdf](http://mba.tuck.dartmouth.edu/pdf/greenprint.pdf)

V. **Dartmouth College Student Services and Facilities**

Please refer to Dartmouth College’s Web site on Student Activities and Services for information on academic services, athletic and fitness facilities, the arts, and Dartmouth dining.

[http://www.dartmouth.edu/~deancoll/quicklinks/activities.html](http://www.dartmouth.edu/~deancoll/quicklinks/activities.html)

A. **Academic Skills Center**

646-2014  
Carl Thum, Director  
Collis Center, Suite 301

The Academic Skills Center offers assistance to all students who want to become more efficient and effective learners. Improved reading comprehension, time management, study strategies, note-taking, and exam preparation can improve academic self-confidence and grades. Workshops and individual sessions are available every term in addition to a course in reading improvement. The center maintains an extensive library of materials on academic skills.

B. **Student Accessibility Services**

646-9900  
Ward Newmeyer, Director  
Collis Center, Suite 301

The Student Accessibility Services Office promotes and facilitates a campus community in which students with disabilities have full, equal, and integrated access to, and opportunities within, all campus activities, services and programs.

C. **Dartmouth Card Office (Student ID Cards)**

646-3724  
Second floor of Thayer Dining Hall  
Large building behind the Collis Center
The Dartmouth Card Office sets up DarTalk accounts for telephone service and issues all student ID cards for Dartmouth College. This ID card enables you to (1) charge on your college account at various dining facilities on campus, (2) check out library books, (3) use athletic facilities, (4) receive student discounts on tickets and other purchases, and (5) access Tuck buildings and controlled areas such as Bosworth, the Career Development library, and the Whittemore Labs. The office is open weekdays from 8:00 A.M.–4:00 P.M. If you have a problem with your account, stop by the Dartmouth Card Office within three days to avoid a fine. To replace a lost or damaged student ID card, report to the Dartmouth Card Office. A fee of $25 will be charged to replace an ID card, except when the card delaminates.

**D. Dartmouth College Health Service**

5-7 Rope Ferry Road (an extension of North Main Street)  
Dick’s House: Red Brick building at #7 Rope Ferry Road  
General Information: 646-9400  
Medical Appointment Office: 646-9401

For more information, please see [www.dartmouth.edu/~health](http://www.dartmouth.edu/~health).

The Health Service provides a broad program of health care and education. Each full-time student paying full tuition is entitled to this prepaid program, which includes primary medical care and infirmary services. Details are described in the pamphlet “Dartmouth College Health Service.” Some services not included in the prepaid program may be secured through the Health Service, but there will be a specific charge to the student. For more information, please consult the Patient Accounting staff at Dick’s House or call 646-9438/9439.

Emergency medical care is available around-the-clock at the Dartmouth- Hitchcock Medical Center (DHMC) Emergency Department (about 10 minutes from campus). Subspecialty referrals for unusual problems are available at the Hitchcock Clinic. Students or their insurance companies will be billed for both of these services.

For transportation assistance to Dick’s House or the DHMC Emergency Department, please contact the Department of Safety and Security at 646-2234 or 646-3333 (emergency).

**1. Clinic Hours at Dick’s House**

Outpatient clinic hours are 8:00 A.M.–4:00 P.M., Monday through Friday; evening hours are 4:00 P.M.–6:00 P.M. Monday through Friday. Weekend hours are Saturday 12 Noon to 4:00 P.M. and Sunday 11:00 A.M.– 4:00 P.M. Students are encouraged to make all appointments in advance by calling 650-1401.

Other departments may be reached at the following extensions:

Information–Health Service 646-9400  
Inpatient 646-9441
Medical Appointments 646-9401
Counseling and Human Development 646-9442
Laboratory Results 646-9400
Pharmacy 646-9456
Dartmouth Student Group Health Plan (DSGHP) & Patient Accounting 646-9438/9439
Nutrition 646-9442
Health Resources 646-9414

2. Services Available

The following is a summary of the services provided by the Health Service. For more information, please contact Dick’s House, see www.dartmouth.edu/~health, or reference “Student Services” in the Dartmouth Student Handbook at www.dartmouth.edu/~deancoll/documents/handbook/.

a) Pharmacy

The Health Service operates a pharmacy for registered students and Dartmouth College employees. The Dick Hall’s House Pharmacy is open during the fall, winter and spring terms weekdays from 9:00 A.M. – 5:00 P.M. During intercessions and summer term, the pharmacy closes an hour earlier. The pharmacy is licensed by the New Hampshire Board of Pharmacy and is staffed by registered pharmacists and pharmacy technicians.

A charge is made for each prescription filled at the pharmacy. Students may charge prescriptions to their student accounts or pay with cash, major credit card, or check. Extra receipts or printouts of prescriptions filled at the pharmacy are available for insurance submission. The pharmacy is a PCS RECAP and Anthem Blue Cross/Blue Shield of New Hampshire insurance member. Patients with these types of prescription cards should present the card before filling their prescription. Students are encouraged to reorder prescriptions previously filled at the Dick’s House Pharmacy by phone at 650-1456 or by BlitzMail to “College Pharmacy” 24 hours before pick-up.

b) Dartmouth Student Group Health Plan (DSGHP).

Enrolled students are required to have a health insurance plan at least equal to the Dartmouth Student Group Health Plan (DSGHP) to cover expenses associated with hospitalization, emergency room and other health services not provided under the prepaid College Health Service program. DSGHP provides this coverage, and all students must either purchase DSGHP or certify, through a waiver application, that they are covered by another insurance policy with benefits at least equal to DSGHP.

Student participating in athletics should note the College provides a separate catastrophic insurance with unlimited coverage for injuries sustained in a sanctioned intercollegiate or club sport practice or game for expenses incurred within two years of injury. The policy has a $65,000 deductible for intercollegiate and a $30,000 deductible for club sport injuries. For more information, consult the DSGHP/Patient Accounting Office staff at Dick’s House or call 646-9438/9439.
DSGHP provides worldwide coverage and must be purchased for a full 12-month year, with the following exception: students who involuntarily lose their coverage midyear must purchase DSGHP immediately to be covered continuously through the balance of the year.

Dependents of students are eligible for coverage through the DSGHP Family Plan. Information about health insurance for students and dependents is provided in the pamphlet entitled “Dartmouth Student Group Health Plan.” For more information, consult the DSGHP/Patient Accounting Office staff at Dick's House, or call 646-9438/9439.

c) Health Care for Non-Enrolled Students and Student Family Members

Matriculated students remaining in Hanover but not taking courses may use health care services at Dick’s House on a fee for service basis; or if covered under the DSGHP, may elect to purchase up to one year of additional coverage under an Extension of Eligibility provision. Information about the terms of extension coverage, including cost, is available from the DSGHP Office at 646-9438/9439, or via email at DSGHP@Dartmouth.edu. As an alternative, the Hitchcock Clinic offers primary health care at the Community Health Center and at DHMC. Students will be charged according to the clinic’s standard fee schedule.

DSGHP-enrolled students may purchase a Family Plan to cover the medical expenses of family members. Information about the Family Plan is set forth in the pamphlet “Dartmouth Student Group Health Plan” or online at http://www.dartmouth.edu/~health/depts/insurance/facts.html. Spouses and same-sex domestic partners of students are eligible for a program of selected primary care health services at Dick’s House. This program is provided without additional charge to spouses and domestic partners covered by the DSGHP Family Plan or for all other spouses and domestic partners at a fee of $200 for the program year beginning September 1. (Domestic partnership is defined by an affidavit available from the Health Service.)

For further information about alternate coverage for primary health care, consult the DSGHP/Patient Accounting Office staff at Dick’s House or call 646-9438/9439.

d) The Primary Care and Preventive Medicine Program

This program offers confidential holistic care for all students inclusive of cultural and ethnic considerations. Same-day appointments for acute medical problems are offered when possible. Students can help in scheduling by allowing flexibility when planning time for their appointments since urgent problems can be added on to busy schedules, and some non-urgent visits require more time than anticipated; delays in appointments can occur when necessary to balance the particular needs of each student with the need to provide timely access for all students.

Appointments can be scheduled by calling the Appointment Office at 646-9401. General information can be obtained by calling Medical Records/Reception at 646-9400. Services include general medical appointments and urgent care add-on visits. As resources permit, travel, health, physical exams, and health screening services may be available. Please call for current information.
e) Women’s Health Program

The Women’s Health Program is committed to providing services tailored to the needs of each student. Using a holistic approach encompassing physical, emotional, spiritual, cultural, and sexual needs, Women’s Health Program appointments focus on health promotion, wellness and education. Services include annual gynecological exams, breast exams, contraceptives, emergency contraception, pregnancy testing, STD and HIV testing, as well as counseling for alcohol concerns, food-nutrition issues, menstrual disturbances, sexuality, and relationship issues. Registered full-time students pay no additional fees to see a healthcare provider. Routine tests such as paps and STD screens are included in the visit. Appointments may be scheduled by calling 646-9401.

f) Inpatient Department

Dick’s House includes a 10-bed hospital that is available to students for infirmary and other inpatient care. Infirmary patients are those students whose illness or injury would normally be cared for at home by family members. Other inpatient admissions are billed to the students or their insurers.

The Inpatient Department (IPD) is open 24 hours a day during fall, winter, and spring terms, (closed in the summer) except in November, when the IPD closes three days for a Thanksgiving break. The IPD is staffed by Health Service physicians, registered nurses, and licensed practical nurses. To contact IPD staff or patients, call 646-9441.

g) Office of Counseling and Human Development

Currently enrolled students are eligible for a wide range of services through the Counseling and Human Development Office. Students may be seen for crisis intervention and short-term counseling. Issues students may discuss include depression, anxiety, eating disorders, alcohol and other drugs, trauma, and grief, to name a few. Counseling programs are provided on a confidential basis in both one-on-one and group settings.

Students requiring or requesting services off campus are assisted by the Counseling and Human Development Office in locating a suitable therapist or treatment facility. When treatment needs indicate, students may take medical leave until their recovery is well established. Before their return to Dartmouth, students are evaluated on a case-by-case basis and arrangements are made for follow-up individual therapy, group therapy, or 12-step program needs.

The Counseling and Human Development Office also provides consultations, education, and multicultural services to the Dartmouth community. For information, consultation, referrals, or 24-hour-a-day emergency service, call 646-9442. Information is also available through the Counseling web page at www.Dartmouth.edu/community/chd.

h) Health Resources Department

The Health Resources Department works with students to maintain and improve their physical and emotional health through education and outreach. Programs are designed to
provide information on a wide range of health issues, teach prevention of injury and illness, promote lifestyles conducive to good health, and inform students of the various resources available to address health concerns. Health promotion activities include awareness weeks, media and poster campaigns, lectures, panel discussions, and workshops. The Health Resources Department provides training, advising, and administrative support to several groups of peer educators. The cornerstone for all of these programs is PEAC (Peer Education Action Corps). This extensive training program is offered each fall and spring for health opinion leaders. In this program, students learn information and skills that empower them to change social norms around important health issues such as alcohol and other drugs, sexual abuse, disordered eating and exercise, HIV/AIDS and other STDs, stress, and depression. It is recommended that students complete the PEAC curriculum before entering other peer advising programs. For information about these programs, call the Health Resources Department at 646-9414.

The Jackson Collection is a library of health related books and journals available to the Dartmouth community. Categories include: general health; alcohol and other drugs; nutrition and eating disorders; sexuality; sexual abuse and harassment; emotional health; men’s, women’s, gay, lesbian, bisexual, and transgender issues; sexually transmitted diseases, including HIV/AIDS; and pharmaceuticals. The Jackson Collection is located in the main library, on the first floor in Dick’s House.

i) Alcohol and Other Drug Program

Alcohol and other drug educational workshops and presentations are available to the college community through Health Resources. These programs are developed from a prevention, education, and intervention focus, giving participants an opportunity to explore issues related to alcohol and other drug use and misuse. Resources are available to help individuals and groups deal with related issues. Information about alcohol and other drugs, peer education and peer advising programs, low risk drinking guidelines, policies, liability, and other related issues can be discussed in confidence with the coordinator of the Alcohol & Other Drug Program at 646-9427 and counselors in the Counseling and Human Development Office at 646-9442.

DAPAs (Drug and Alcohol Peer Advisors) are students who have been trained to respond to their peers’ questions about alcohol use and misuse. DAPAs can provide factual information and serve as a referral point for other alcohol-related resources on campus. Access to the DAPA list is available on the DAPA BlitzMail bulletin.

j) Nutrition Education Program

The Nutrition Education Office, located in Dick’s House, is staffed by a nutritionist who has expertise in eating disorders, sports nutrition, vegetarianism, and weight issues. The nutritionist offers individual appointments and group eating disorder therapy, as well as consultations to residential groups and athletic teams. A wide variety of nutrition handouts are available at the Nutrition Education Office, including information about weight control, sports nutrition, eating disorders, how to help a friend with an eating disorder, vegetarianism, how to eat well on campus, and other nutrition topics.
EDPAs (Eating Disorders Peer Advisors) are Dartmouth students who have been trained
to provide information, support, and resources to their peers concerned about eating
disorders and disordered eating for themselves or friends.

Information about the program and biographies of current EDPAs are available on the
“Eating Disorders Peer Advisors” BlitzMail bulletin. For more information about this
program, call the coordinator of the Nutrition Education Program at 646-9712 or blitz
EDPA.

k) Cholesterol Tests

Through the Health Service, students can obtain free total cholesterol tests. The
nutritionist provides interpretation and advice by letter. For information about educational
programs concerning nutrition and eating disorders, call the coordinator of the Nutrition
Education Program at 646-9712. To make an individual nutrition appointment, call the
Counseling and Human Development Office at 646-9442.

l) Sexual Abuse Awareness Program (SAAP)

The Sexual Abuse Awareness Program (SAAP), under the joint supervision of the Health
Resources Program and the Center for Women and Gender, educates men and women at
Dartmouth about healthy sexuality, gender issues, and sexual abuse issues, (including
communication and consent, sexism, date rape, harassment, and assault.) The program
provides workshops and presentations for residence halls, CFS houses, student
organizations, faculty, administrators, and staff. Finally, the coordinator of the SAAP
serves as a resource for students dealing with specific incidents of sexual abuse. The
coordinator provides initial support and referral to any student who has survived sexual
abuse, during college or in the past.

The coordinator advises the survivor regarding the student’s choices for dealing with sexual
abuse, and supports her/him through any medical, reporting, or counseling options that
s/he may choose.

SAPA (Sexual Abuse Peer Advisors) is a group of Dartmouth students who have been
trained to provide peer support and to respond to their peers’ questions about medical,
emotional, academic, counseling, reporting and other issues surrounding sexual abuse.
Students can access the SAPA list on the “Sexual Abuse Peer Advisors” BlitzMail bulletin.
The bulletin provides a brief explanation of the program, as well as the names and short
biographies of the current peer advisors.

For information about educational programs concerning healthy sexuality and sexual abuse
awareness, call the coordinator of the Sexual Abuse Awareness Program at 646-9430.

SAAF (Sexual Abuse Awareness Facilitators) is a group of students that are trained to
facilitate inter-group workshops on issues of sexual abuse awareness and prevention at
Dartmouth. The facilitators have completed ten hours of training and are available to
student organizations to conduct workshops. For more information, blitz SAAF.
E. Office of Visa and Immigration Services

646-3474
44 College Street

The Office of Visa and Immigration Services advises, supports, and provides services, for international students. The office issues the documents students need to enter and remain in the U.S., provides information and forms (such as travel in the U.S. and social security numbers), and advises students on changes in immigration laws and visas.

F. Safety and Security

646-2234, 646-4000, 646-3333 (emergency)
Rope Ferry Road, Room 205
Second floor of Dick’s House

The Department of Safety and Security is responsible for the general security of the college and responds to all college emergencies. It is open 24 hours a day. The office provides emergency transportation for the sick and injured. From 9:00 P.M.–2:00 A.M., Safety and Security provides a walking escort service on campus and rides for students returning vehicles to the Ledyard Lot. A lost and found service in the department office is open 8:00 A.M.–4:00 P.M., Monday through Friday. Students may use the engraving tools in the department office to mark their possessions. Other services include weapons storage, free bicycle registration, unlock service, van testing, and special event coverage.

VI. Revisions to Tuck Student Handbook

The Tuck Student Handbook shall be revised periodically. Those areas that fall under the purview of the elected Student Board shall be revised only with the approval of the Board. This includes Section II, Parts A through D, and any other sections in which the Student Board has authority. Other revisions may be made by the Faculty or the MBA Program Office as appropriate.
<table>
<thead>
<tr>
<th>Need Help?</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Are you/Is a friend drinking too much?</td>
<td>646-9442 CONFIDENTIAL</td>
</tr>
<tr>
<td>Ambulance</td>
<td>From off-campus phones,</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>Cell phones</td>
<td></td>
</tr>
<tr>
<td>Ambulance</td>
<td>From campus phones, call Safety and Security</td>
<td>646-3333</td>
</tr>
<tr>
<td>Computer</td>
<td>Computer problems?</td>
<td>646-1818</td>
</tr>
<tr>
<td>Drugs</td>
<td>Do you/Does a friend have a problem with drugs?</td>
<td>646-9442 CONFIDENTIAL</td>
</tr>
<tr>
<td>Escort</td>
<td>Do you wish to be escorted late at night to or from the Ledyard or Medical School parking lot? (A phone with a direct line to Safety and Security is accessible in Ledyard without leaving your car.)</td>
<td>646-2234</td>
</tr>
<tr>
<td>Facilities</td>
<td>Are you locked out of your room? After normal working hours, call Safety and Security</td>
<td>646-2234</td>
</tr>
<tr>
<td>Facilities</td>
<td>Are you locked out of your room? During working hours, call Tuck Events and Facilities</td>
<td>646-0201</td>
</tr>
<tr>
<td>Facilities</td>
<td>Is the heat in your room not working?</td>
<td>646-0201</td>
</tr>
<tr>
<td>Facilities</td>
<td>After-hours emergency repairs needed?</td>
<td>646-2234</td>
</tr>
<tr>
<td>Fire</td>
<td>Emergencies from off-campus phones, Cell phones</td>
<td>911</td>
</tr>
<tr>
<td>Fire</td>
<td>From campus phones, call Safety and Security</td>
<td>646-3333</td>
</tr>
<tr>
<td>Police</td>
<td>Is it an emergency? If off-campus, call Hanover Police, local pay phones (no coin needed), cell phones</td>
<td>911</td>
</tr>
<tr>
<td>Police</td>
<td>Is it an emergency? If on-campus, call Safety and Security (trained dispatchers, 24 hours a day)</td>
<td>646-3333</td>
</tr>
<tr>
<td>Police</td>
<td>If not an emergency, call Safety and Security</td>
<td>646-2234</td>
</tr>
<tr>
<td>Sexual Abuse/Assault</td>
<td>Have you or has someone you know been the victim of sexual assault or abuse?</td>
<td>646-1430 CONFIDENTIAL</td>
</tr>
<tr>
<td>Stress/Worry</td>
<td>Do you need to talk with someone? The director of the MBA Program Office</td>
<td>646-2190 CONFIDENTIAL</td>
</tr>
<tr>
<td>Stress/Worry</td>
<td>Do you need to talk with someone? Counseling</td>
<td>646-9442 CONFIDENTIAL</td>
</tr>
</tbody>
</table>
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