

The Blue Book

Academic Advising Handbook

Academic Year 2014-2015



Table of Contents

Orientation to Clark University	4
Registration.....	15
Academic Policy	26
The Major	37
Surviving.....	49
Graduation and Honors	52
Scholarships, Fellowships, and Grants	57
Index	61

Orientation to Clark

The Philosophy of Education at Clark

LEEP is Clark University's pioneering model of education that combines a robust liberal arts experience with authentic engagement in the world and workplace. This innovative model integrates the wealth of intellectual and academic resources already present at the university with the skills and capacities that are becoming increasingly essential in the 21st century. The Clark undergraduate experience in all its dimensions – from the classroom to the research laboratory, from the co-curricular experience to teams and clubs – will educate graduates known not just for academic excellence, but also for resilience, persuasion, creativity, and the ability to demonstrate character when tested.

Through LEEP's robust programs and thoughtful, integrated curriculum students combine course requirements with experiences in the classroom, the world, and the workplace that are most appropriate and relevant to their individual needs.

The Program of Liberal Studies (PLS)

All undergraduate students are required to take eight courses within the Program of Liberal Studies. These courses are intended to help students develop essential skills and ways of thinking that will serve as the foundation for their more advanced studies and for life-long learning. You are encouraged to complete the two critical thinking courses in the first year if possible. Perspectives courses may be taken in any year, but it is good to begin exploring them in your first year. Your First-Year Intensive course will carry a PLS designation and serve as one of the eight required courses.

The Program of Liberal Studies (PLS) has two components:

***Critical Thinking** courses, which emphasize the cultivation of verbal expression and formal analysis skills; and

***Perspectives** courses, which encourage breadth and introduce students to the different ways in which various disciplines or fields define thinking, learning, and knowing.

Students must successfully complete a verbal expression course, a formal analysis class, and one course in each of the six perspectives categories, with each to be taken in a different academic department.

The Requirements of the Program

Critical Thinking

You are required to take at least one course in each of the two categories: Verbal Expression (VE) and Formal Analysis (FA). These courses should be completed as soon as possible, preferably in your first year at Clark, to ensure that you will have the basic preparation for your future work.

1. Verbal Expression (VE): These courses are offered in many different fields. They place special emphasis on the relationship between writing and critical thinking as practiced in particular disciplines.

If English is your Native Language: There are two levels of Clark courses that address English writing skills and the Verbal Expression (VE) requirement. The first level course, IDND 018: Expository Writing is an interdepartmental course designed to develop language skills. Students taking this course earn an academic credit, but no VE credit. The more advanced writing courses are those designated VE and are found in many departments.

If English is not your Native Language: ESL 150: Advanced Writing is a pre-expository writing course that addresses English writing skills and American Culture. This course is offered through the American Language and Culture Institute of COPACE at Clark. Students taking this course do not earn VE or academic credit. However, students must do well in this course in order to be placed in a credit-granting writing course. The final grade in this course will determine subsequent placement. ESL 155: Expository Writing for Non-native Speakers of English, addresses fluency, structure, grammar, and other writing skills. Students taking this course earn college credit, but no VE credit. All students taking this course will go on to IDND 018 unless the Director of the Writing Center and Writing Program approves their petition to go on to a VE level course. Beyond this level are the VE courses.

Writing placement will be based on writing samples submitted online by incoming students prior to their arrival on campus. Any student who does not fulfill the placement requirement prior to arrival on campus will need to fulfill the requirement at orientation. New students who have been awarded advanced standing credit in Composition or transfer students who have been awarded Composition credit are exempted from this requirement.

2. Formal Analysis (FA): These courses are offered in a variety of disciplines, all of which focus on logical and algebraic modes of thought. FA courses are offered through the Math department and through other departments, including Economics, Government, Management, Computer Science, Philosophy, Psychology, and Sociology.

Perspectives

The Perspective courses at Clark are designed to broaden your awareness of a variety of issues and points of view within the liberal arts. These courses not only focus on a particular topic, they also are designed to focus on how knowledge is created within each Perspective. All undergraduates must complete each of the six Perspectives. Six different academic departments

must be represented among your Perspectives choices. To fulfill the Perspectives requirement, you must earn credit in Perspectives courses. The Perspectives requirement must be completed before you graduate.

The six Perspectives categories are as follows:

1. **Aesthetic (AP):** Aesthetic Perspective courses emphasize artistic expression and the perception, analysis, and evaluation of aesthetic form. They are designed to enhance students' appreciation and understanding of the arts.
2. **Global Comparative (GP):** Global Comparative Perspective courses introduce students to comparative analysis by exploring the cultural, political, or economic aspects of human diversity around the world. They provide students with tools for analyzing human experience by examining similarities and differences in global or international context.
3. **Historical (HP):** Historical Perspective courses develop students' capacity to understand the contemporary world in the larger framework of tradition and history. They focus on the problems of interpreting the past and introducing students to the ways scholars think critically about the past, present, and future.
4. **Language and Culture (LCP):** Language and Culture Perspective courses foster the study of language as an expression of culture. Students may study foreign languages, which highlight the relationship between language and culture, or English-language courses that deal with the same issue. Introductory foreign language courses require two semesters of study.

Exemptions to the LCP Requirement: The Undergraduate Academic Board (UAB) has approved the following exemptions from the Language and Culture Perspective requirement for international students:

1. Upon petition to the College Board, an LCP waiver may be granted to any international student who has formally studied two or more languages in addition to his or her native language. The level of proficiency in each must be the equivalent of two years of American college study.
2. Students whose native language is not English, may take a course in American literature (above ENG 020) or in U.S. culture in place of one of the designated LCP courses. This course may not be used to satisfy any other Program of Liberal Studies (PLS) requirement. Students electing this option must make their request by submitting a petition to the College Board.
5. **Science (SP):** Science Perspective courses teach the principal methods and results of the study of the natural world. They focus on the knowledge and theoretical bases of science and also include laboratories or similar components to introduce students to the observation of natural phenomena and the nature of scientific study.

6. **Values (VP):** Values Perspective courses address the moral dimension of human life, as reflected in personal behavior, social policy, and institutional structure. They focus on the analysis of ethical issues and engage students in the formulation and reasoned evaluation of moral and ethical claims.

The International Studies Stream

The International Studies Stream is an innovative academic option available to entering students. The stream allows students who have an interest in international affairs to fulfill many of the broad liberal arts requirements of Clark's Program of Liberal Studies by enrolling in a set of courses that focuses on international themes and issues. Through this course work and other features of the stream, students gain an enhanced understanding and appreciation of the forces—political, economic, and cultural—that are producing dramatic and rapid transformations in every corner of the globe.

Students who choose to pursue the International Studies Stream will satisfy at least four of the eight PLS requirements as part of their studies in the stream; they will be free to choose any course to fulfill the Formal Analysis and Science Perspective requirements, and they may take a Verbal Expression course either in or outside of the Stream. Students will satisfy four of the five remaining Perspectives requirements from courses they take as part of the Stream, chosen from among a selection of internationally-focused offerings in each area.

All ISS Students also take:

- An interdisciplinary core course, IDND 066: Citizenship in Global Society, which satisfies the Global perspective. This course is designed to introduce the range of issues associated with global interconnectedness. For example: the new global economy; the significance of transnational migrations of labor and capital and transnational forces such as new technologies and communications; the role of multinational corporations; the reemergence of strong cultural identities; geopolitics and the role of the state in the search for security, power and hegemony.

- Follow-up IDND 067: Problems of Globalization

- An expanded Foreign Language proficiency. Moving beyond the Language and Culture Perspective requirement of the PLS, students will complete two additional semesters of language studies or demonstrate competence equivalent to two years of language study at the college level.

- A Study Abroad Experience. At least one unit of study must be completed outside the United States. This can be done through participation in a Clark-sponsored or Clark-approved Study Abroad Program, the Clark May Term as a summer course, or a specially-arranged internship. International Students, whose study abroad experience is at Clark, either do an internship with an international agency in the U.S., or a research project focused on an international issue. Additional information may be obtained from Professor Richard Peet, Director of the ISS, at x7364.

The Capstone

Clark's "University-College" concept derives from the University's unique status as a major research institution with a liberal arts college. Undergraduate students pursue advanced studies working closely with faculty members who are engaged in original research. In most departments, as a junior or senior you will engage in an intensive academic experience that provides the integrating "capstone" of your major. Some departments have a special capstone seminar for seniors. Capstones may include a Directed Study involving work with a faculty member on a selected topic of mutual interest. Alternatively, you may, under a faculty member's supervision, complete an internship in your chosen field. You should discuss the possibilities with your major adviser as early as your sophomore year.

Academic Review

You should keep your own personal records and consult with your faculty adviser at least once a semester. This will enable you to check for discrepancies between your records and the University's records. Report any discrepancies as soon as possible to the Registrar's Office.

Your Advisers

Faculty Adviser:

Your academic adviser will generally be a faculty member associated with your First-Year Intensive course, usually the instructor. This person will be your adviser until you declare a major (after your first semester and before the end of your sophomore year) and select an adviser in that specific department or program.

Academic advisers are primarily academic resources. They can assist your efforts in designing a program suited to your interests and abilities and helping you with questions you may have regarding University policy.

You should meet with your adviser at regular intervals during your first semester at Clark. Don't hesitate to seek your adviser out at other times during the semester if you have questions or problems you feel she/he might be able to help you with.

In your first semester you should discuss your academic and career plans with your adviser. Your first semester is an ideal time to assess your goals for the next four years and beyond, as well as to examine the ways in which Clark can help you achieve those goals. It may be helpful to do such an assessment on a yearly basis with your adviser.

LEEP Center Adviser:

All first year students are also assigned a LEEP Center Adviser who will work with you throughout your four years at Clark. LEEP Center Advisers encourage you to reflect on your interests and make connections between what you're learning in the classroom and the larger world. The goal of LEEP Center Advising is to help you identify co-curricular experiences - volunteering, internships, study abroad, research, student groups, entrepreneurship - that align with your academic, personal and career ambitions. Through this, you will develop the workplace skills essential to achieving your goals.

Peer Adviser:

The primary responsibility of a peer adviser is to assist new students in the transition to University life. Your peer adviser is an experienced student who has been especially trained to serve as a resource for you about both academic and social life issues. Peer advisers know the “ins and outs” of Clark and how to interpret university policies and procedures. Your peer adviser will work with your academic adviser to help you with your academic choices.

Changing Your Adviser

If you feel that your needs may be better met by another adviser, you may request a change of adviser. You will need to approach the professor you wish to have as your adviser and ask the professor if she/he is willing to take you on as an advisee. To formalize this advising change, you must obtain a change of adviser form from Academic Advising; have your new adviser sign it; and return the completed form to Academic Advising. (During your first year, a switch of faculty adviser means a switch in peer adviser as well.)

Your Academic Resources

Clark offers a wide variety of academic resources established to help you. But these resources are only effective when you make use of them. Don't hesitate to seek help!

American Language and Culture Institute (ALCI)

If English is not your first language and you are having a difficult time with your classes as a result, you should contact ALCI. A variety of noncredit ESL classes are offered at up to five levels of instruction. Undergraduates who take the Verbal Expression placement test at Orientation may be required to take one or both of the following writing courses offered by ALCI: Pre-Academic Writing (ESL 0150, noncredit) and Expository Writing for Nonnative Speakers of English (ESL 0155, credit).

Location: Jonas Clark, Room

Contact: James Raby, Director (x7794)

Information Technology Services (ITS)

Information Technology Services partners with faculty, staff, and students to leverage the power of technology by providing creative solutions, responsive services, and reliable access to an enabling infrastructure. Among the services we provide are:

- Clark Accounts for accessing university online services and campus computers;
- E-mail, web space, and network file storage;
- Wireless networking in public areas, wired connections throughout campus, and an additional option for a dedicated broadband subscription service in the residence halls;
- Online campus community (Clark Commons) that includes Clark's electronic bulletin board/forums and announcement calendar;
- CUWeb (grade checking, address updating, course registration);
- CICADA (web based system for faculty to post course materials and activities);
- Web-casting and online video archives of key campus events;
- General purpose and specialized (digital media) computing labs;
- Online troubleshooting and training documentation;
- Free and reduced cost software (antivirus, Microsoft Windows & Office, EndNote, etc), and
- Educational pricing on desktops, laptops, and peripherals from Apple, Dell, and HP.

In addition to the above services, the ITS staff runs the ITS Help Desk that provides phone, walk-in, and on-campus "House Call" technical support for common computer applications and related issues.

To learn more about any of these services please visit the ITS website at

<http://www.clarku.edu/its> or contact the ITS Help Desk (Academic Commons Plaza Level at 508-793-7745, or helpdesk@clarku.edu).

Language Arts Resource Center (LARC)

LARC, located on the second floor of the Goddard Library, is a multimedia language instruction center. With an extensive library of audio and videotapes, CDs and DVDs students learning a language have multiple sources for learning.

Location: Goddard Library, 2nd Floor

Contact: Constance Montross, Director (x7251)

Phone: 508-795-7342

LEEP Center

Academic Advising

Academic Advising is the location for the general academic advising services for Undergraduate School students. Adviser assignments for first- and second-year students who have not declared a major are handled by this office. Students are invited to meet with a staff member for general academic advice or for assistance in deciding upon a major. Evaluation of transfer credit is handled through Academic Advising. College Board petitions for exception to any academic policy are coordinated through the office, as are all cases involving possible breaches of academic integrity.

Location: LEEP Center, Dana Commons, 1st Floor.

Contact: x7468

E-mail: advising@clarku.edu

Career Services

Career Services assists students in planning and implementing career and educational goals. Students at all levels from all academic programs can take advantage of career and graduate school advising and internship participation. Workshops and events are held throughout the academic year and focus on a variety of career issues. In addition, the office maintains a career library with information on career planning, graduate and professional schools, internships, and job listings.

Location:

Contact: Victoria Cox-Lanyon, Director (x7258)

E-mail: Careers@clarku.edu

Center for Community Engagement and Volunteering

The mission of the Community Engagement and Volunteering (CEV) Center is to provide resources for students interested in doing service work in the Worcester community and to educate the Clark community about important social issues. Our office supports student volunteers, service-related student organizations, and faculty and staff interested in community-based learning. You can find more information on the CEV web pages at <http://www.clarku.edu/community/volunteer>.

Location: Dana Commons, 1st Floor

Contact: Micki Davis (x3785) or cev@clarku.edu

The Writing Center: Help with Writing and Reading

The Clark University Writing Center assists students with every discipline in the university, helping students start writing projects, get un-stuck, organize thoughts, revise drafts, work with citations, avoid plagiarism, and improve the mechanics of their written English. The Writing Center will help with writing at any stage -- whether a student writer just brainstorming ideas, writing a first draft, or editing a final version. Undergraduate and graduate students can bring writing for any class in any discipline, as well as cover letters, resumes and personal statements. The Writing Center also works closely with undergraduate thesis writers and students preparing for Academic Spree Day.

Location: Dana Commons, 2nd Floor

Director: Jennifer Plante, Director (x7405)

Office of Study Abroad/Study Away Programs

Thinking of trying a summer, semester, or a year abroad? Do you need to know what academic qualifications you need? Do you know where Clark has programs? Students interested in an international learning experience should explore options at the Office of Study Abroad/Study Away Programs. Contact the staff for help in finding the appropriate program, completing the application process, and informing you of Clark requirements and application deadlines.

- **Information Sessions**

The first step to studying abroad is to attend a "Study Abroad 101" Information session. The Office of Study Abroad offers information sessions every semester for all interested first year and sophomore students. Further information on dates and times is available on our Calendar of Events: <http://www.clarku.edu/offices/studyabroad/calendar.cfm>

- **Come Visit Us**

You will find further information in our office in Dana Commons, first floor, next to Intercultural Affairs, or on our website at www.clarku.edu/offices/studyabroad. Please contact the OSAP staff at x7363 for appointments.

Location: Dana Commons, 1st Floor

Contact: Adriane van Gils, Director (x7363)

Office of Disability Services

Students with documented disabilities may obtain assistance at the Office of Disability Services. This includes accessing reasonable and appropriate accommodations, academic advising as well as information on resources available both on campus and within the community.

Location: Goddard Library, Room 430

E-Mail: disability@clarku.edu

International Students and Scholars Office (ISSO)

The International Students and Scholars Office (ISSO) develops and implements educational and co-curricular programs designed to heighten cultural awareness, appreciation of cultural diversity, and intercultural understanding for all students. The OIA also provides programs specifically to serve the needs of international students, researchers, and faculty through immigration advising and cultural adjustment programs.

The ISSO staff advises more than 900 international students, faculty members, scholars, and their dependents from over 90 countries on matters relating to immigration as well as academic, social, financial, and personal concerns related to daily life in the United States

Location: Corner House, 2nd Floor

Contact: Patty Doherty, Director x7762 , pdoherty@clarku.edu
website: www.clarku.edu/offices/oia

Registrar's Office

The Registrar's Office is responsible for maintaining your Clark University academic record and overseeing such functions as online registration, graduation clearance, and Commencement. Please contact Student Records with questions regarding ordering a transcript, enrollment verification, and so on.

Location: 155 Woodland Street, 2nd Floor

Contact: x7426

Robert Hutchings Goddard Library

If you have to do library research and don't know where to start, there is help available at the Reference Desk. The staff will assist you in learning to use the resources of the Goddard Library, the extended resources of the Colleges of Worcester Consortium (COWC), and the research uses of the Internet. The Reference Staff will be happy to help you get started in the world of libraries and research.

Location: Goddard Library Public Services

Contact: Reference Desk (x7579)

Registration

Your first registration at Clark may seem a little intimidating, but the process is really quite manageable. As an incoming first-year student, you will be guided through summer registration by a team of specially selected faculty advising coordinators. The next few pages contain some hints on how to plan your first semester and register. Following that are definitions of terms you will need to know when registering for classes, as well as explanations of relevant Clark policies.

Steps to Creating a Balanced First Semester Program

Step 1: Determine Your Interests

Before looking through the many courses offered, first determine your interests and strengths by asking yourself what subjects in high school you enjoyed the most and did the best in. Then think about which areas you may want to explore and find out more about. Remember, do not limit yourself. If you have been interested in something but have never tried it, now may be the time. College is the time to investigate new options.

Step 2: Connect with your Advising Coordinator

Advising Coordinators are faculty and administrative staff especially trained to help you choose your first semester courses and plan your academic program. You'll find out the name of your Advising Coordinator after completing the online [Advising Tutorial](#), at which time you will be prompted to schedule an advising appointment. This advising appointment will consist of a phone call or a web chat held in July. You'll also be able to contact your adviser by e-mail. In preparation for these advising conversations, it is important that you complete the [Academic Adviser Information Form](#). Your Advising Coordinator will also be able to review your high school transcripts, application essays, and other admissions materials in order to help you make course selections and plan for the future.

Step 3: Decide Your Preferences for a First-Year Intensive Course (First Semester Only)

First-Year Intensive courses are stimulating and challenging courses designed for first-year students only. The majority of First-Year Intensive courses focus in-depth on a specific topic, but you may also enroll in a special section of an introductory course or one that focuses on a particular research project. The Class of 2015 website has details and a link to course descriptions.

Step 4: Choose Your Remaining Courses

The next step is to review the course selection grid of classes that will be offered in the fall semester and determine which classes interest you the most. You may click onto the course titles in the grid to find descriptions of all the courses. You may also check out the websites of the major programs to find information about departmental requirements. The course descriptions provided will tell you several important things about a course:

1. A general overview of the material that will be covered.
2. The format of the course (i.e. if a lecture or discussion, a combination of the two, or an alternate format).
3. How often a course is offered.

4. Who teaches a particular course.

Step 5: Narrowing Down Courses

Now, you should have a list of the courses you would like to take. If the course is a prerequisite to any other course in a discipline you are interested in, you may want to take that course right away. Then you will be able to move on to more advanced courses. You may also want to look in the online catalog to see how often the course is offered. If a course is offered only every other year, or is not offered on a regular basis, you may want to take that course sooner rather than later. Next, consider which courses reflect your abilities. Are you a better test-taker or paper writer? Your program should reflect this.

Step 6: Picking Classes

When your list is narrowed down, you should look at the semester course schedule, determine when the courses meet, and check for time conflicts. First-semester students need to choose three classes in addition to the First-Year Intensive course, for a total of four. Most importantly, your schedule should strike a balance. Of your four classes:

- At least one should fill a requirement for the Program of Liberal Studies (PLS). (Note that your First-Year Intensive course will fulfill one of your PLS requirements.) There are eight courses required for this program and you have four years (or eight semesters) in which to complete them. You are encouraged to fulfill the Formal Analysis and Verbal Expression requirements in your first year to ensure that you have the critical thinking skills necessary for advanced work.
- One should be a small class (i.e. no more than twenty students); check the class schedule for enrollment numbers. Again, your First-Year Intensive course will be small by definition, but you may want to choose another, depending upon your learning style and academic interests.
- One should not require heavy reading (i.e. fewer than 100 pages a week).
- One should not require a great deal of writing (i.e. no more than three 5-7 page papers).

Step 7: Finding Out About Course Availability

The course schedules for each semester will list the capacity (CAP) of each class—the maximum number of students who can enroll. Only the instructor can add students to a class when the number of students enrolled has reached the CAP. It is always a good idea to select several backup alternate courses.

Assessing Your Classes

During the first two weeks of the semester, you should check out your classes and make sure that you want to continue to enroll in them. You should use this time to your advantage and investigate all of the classes that interest you. Here are some suggestions for evaluating classes:

1. Go to the bookstore and see what books are required for the class and how many there are. Does the reading seem interesting? Does it challenge you?
2. Talk to your faculty and peer advisers. Sometimes your best resources are juniors or seniors who have had that course or a similar course with the professor. Do any of the courses that you are considering assume a certain level of skill? Is the professor exceptionally demanding? How many tests and papers should you anticipate?
3. You are encouraged to attend any class in which you are considering enrolling during the add/drop period. So, seek the advice of your advisers, but before you make your final decision, attend at least one class to get a sense of the professor and the workload. Always pick up a syllabus (a reading list and listing of assignments) for the course at the first course session.
4. Complete a weekly or term schedule for the courses you are considering.

Choosing Professors

One thing you'll often hear is that the professor is more important than the class—that is, a great professor can make a class worthwhile, even if ordinarily it would be of little interest to you. Professors know how to excite students about topics of great diversity. Clark can boast of quite a few renowned professors, but remember—your friend's favorite professor may not turn out to be yours. Don't rely only on one person's reactions (positive or negative)! During the add/drop period, check out a few different professors. Compare the style and requirements of different professors. This will help you select both courses and professors that suit your needs.

Course Information

1. Course Load:

Normal: A normal course load is eight course units per year, four each semester. First-year students and sophomores are limited to four course units per semester. A minimum of thirty-two course units is required for a bachelor's degree.

Five per semester: Juniors and seniors may, with the permission of the Associate Dean of the College, add a fifth course unit to their program at no additional cost. Students who wish to take a fifth course unit must meet specific eligibility criteria. Fifth course petitions are available at the Academic Advising Center or may be downloaded from the Advising Center website.

Three per semester: You may voluntarily reduce your course load to three course units per semester without any formal process. You will still be charged full tuition, as this is considered a full course load. First year students should consult with the Academic Advising Center prior to dropping a First-Year Intensive course, since this is a graduation requirement.

Part-time status: In special circumstances, you may be given permission to enroll in fewer than three course units for any semester. This is considered part-time status by the University.

Part-time tuition is prorated; charges are based on number of courses taken. If you are interested in part-time status, contact the Dean of Students Office (x7423).

2. Sectioned Classes:

“Sectioned” means that the same course is offered on different days and at different times during a semester. For example, Economics 010 may be offered at 9:00 a.m. Tuesdays and Thursdays, and at 10:00 a.m. on Mondays, Wednesdays and Fridays. The various time slots represent sections of the same course. When choosing courses, you should check which section best fits your schedule.

3. Permission:

Permission courses require the instructor’s electronic approval. Contact the instructor and request online permission to enroll. Electronic permission allows you to register online for that course.

4. Indivisible Courses:

Courses designated as “indivisible” are full-year courses offered for two units. Credit for the first semester depends on the completion of two semesters’ work. Grades for the first half of an indivisible course appear on your transcript after the first semester as “IP” (in progress). Credit for the first half will not be added to your transcript until you complete the second half. The grade for both semesters will be the same.

5. Prerequisites:

Some departments offer courses that may not be taken unless you have completed an introductory or prerequisite course. For example, you may not register for most psychology courses unless you have taken Psych 101. Check the class schedule to see whether a course you want to take requires a prerequisite. There will be a notation in the Comments column, such as “P=101,” showing the prerequisite for that class.

6. Corequisites / Linked courses:

A corequisite course or a linked course is a course that must be taken simultaneously with another. In other words, you can’t register for one without the other. The second course may be a lab for a science course or a discussion group for a lecture course. The class schedule will have a notation in the Comments column if a corequisite or linked course is necessary. For example, if PSYC 101 indicates a required discussion section, you must register for both the PSYC 101 class and the required discussion at the same time.

7. Policy on Credit from other Schools/Programs:

Advanced Standing: Generally, no more than one semester (four units) in advanced placement credit is awarded. Individual scores of four or five on A.P. exams are assigned one unit of Clark credit. International Baccalaureate (I.B.) diplomas are usually awarded four full units. Students with a minimum total score of 36 with no grade lower than B will receive 8.0 units of advanced standing credit. A student who successfully completes I.B. courses (but not the diploma) with a score of five or higher on the exam is awarded one unit in transfer (with a limit of four units) for each course. Other International programs include but are not limited to British A-levels, the German Abitur, the Swiss Matura, the Italian Maturite, and the French Baccalaureate.

Transfer Credit earned at other universities before enrolling at Clark can comprise no more than 50 percent of the credit required for a Clark degree and major. Students entering Clark as first-year students may be awarded no more than three semesters (12 units) of external credits earned after their initial enrollment. **Grades do not transfer; only credit transfers.**

If you wish to transfer credit to Clark, you must fill out a Transfer Credit Approval Form and have the course approved by the Academic Advising Center. This approval is contingent upon acceptable course content. Clark University is a liberal arts school, which means that courses that are not “liberal arts” in content may not transfer. Skills courses, personal growth courses, and pre-technical courses are not acceptable as a part of a liberal arts degree. Independent Studies, Internships, or Field Studies are also not accepted for transfer credit. In addition, you must earn a grade of C or better in any course whose credit you wish to transfer to Clark. If you wish to transfer credit for a Pass/Fail course, you must present documentation from the other university that a “Pass” grade is the equivalent of a C or better.

The amount of credit transferred is determined by a formula. This formula is **not** an arbitrary decision by Clark but represents a **national** standard for credit transfer. For example, many schools use the “semester-hour” system. Four semester hours equal one Clark unit. If you are transferring in a three semester-hour course, it will translate into 0.75 Clark unit.

If you want a transfer course to count toward your major requirements, you need departmental approval. Departments have the right to determine that a course acceptable for Clark transfer credit is not acceptable for their particular major. If the department decides that a course isn’t acceptable, you will still have the **credit** transferred, but the major requirements will have to be fulfilled at Clark before you are eligible to graduate.

8. Summer Courses

Non-Clark summer school credits are considered external credits and require prior, written permission from Academic Advising. Summer school credit taken after matriculation at Clark is limited to two units per summer. Students may enroll in any number of summer courses over four years, when making up deficiencies accumulated while enrolled at Clark University (e.g. failing or withdrawing from a course). However, only four units may be applied toward your degree if used for acceleration.

Courses taken outside the United States must receive approval from the Office of Study Abroad Programs.

Courses approved for undergraduate school students that are offered through COPACE need not receive prior approval. Certain COPACE courses may also fulfill Program of Liberal Studies requirements, as noted. COPACE and the Academic Advising Center maintain a list of courses that have been approved for the undergraduate school which carry PLS credit. These courses will automatically be added to your Clark transcript. **If you wish a summer course to count as a major requirement, you must receive approval from your major department – whether the course is taken at Clark or elsewhere.**

9. COPACE

The College of Professional and Continuing Education (COPACE) is Clark's degree-granting college that serves adult students. A COPACE course can be a source of enrichment for undergraduate school students, offering them the experience of taking courses not available in the day college with a nontraditional student body.

The Senior Associate Dean of the College and the Associate Dean of COPACE agree upon a list of selected courses in which undergraduate school students may enroll. The list is available online or may be picked up at the COPACE office during weeks prior to registration. There is a limit to the number of undergraduate school students allowed in any COPACE course. If you want to take a COPACE course not normally open to undergraduate school students, you must petition Dean McKenna, Senior Associate Dean of the College (x7468). There must be a compelling academic reason for such a request to be approved.

Undergraduate College students may take one course each semester through COPACE during the academic year, beginning sophomore year at Clark up to a maximum total of four courses. (COPACE summer courses are not counted as part of these four.)

10. Consortium Courses:

Clark is part of the Colleges of Worcester Consortium. Clark's membership in this organization allows you to supplement your program with courses offered at the twelve other schools in the Consortium. All full-time students, except first year students and first semester transfer students, may enroll in one course per semester (fall or spring) at any of the following schools:

Anna Maria College
Assumption College
Becker College
College of the Holy Cross
Massachusetts College of Pharmacy
Nichols College
Quinsigamond Community College
Tufts University School of Veterinary Medicine
University of Massachusetts Worcester

Worcester Polytechnic Institute
Worcester State College

Credits and Grades

Transfer policies regarding credit hours and grades are suspended for Consortium courses. During the fall and spring semesters, you will receive full Clark credit (one unit) for a Consortium course (regardless of the semester hours listed for the course) and you will receive the grade assigned. You may only enroll in courses not available at Clark during the academic year. **You must get the signature of the comparable department chairperson here at Clark to ensure that this course is not a duplication of a course available at Clark and is acceptable for credit.** Only the Associate Dean of the College gives approval of courses for which there is no related department at Clark.

How to Register for Consortium Courses

1. Register for three Clark courses.
2. Obtain a Consortium registration form at the Registrar's Office at Clark.
3. Bring the completed form to the appropriate Clark department chair for her/his signature.
4. Bring the form to the Consortium school's appropriate office for registration. Consortium students register after resident students. Be prepared with alternative courses!

Consortium Schedules: Each school in the Consortium operates on a separate schedule; some of these schedules differ considerably from the Clark calendar. **You are expected to attend any consortium course you enroll in even when Clark is not in session.** In some instances Clark students cannot enroll in courses at certain schools during certain semesters. Therefore, you should check the Consortium school's calendar before enrolling. This is especially important if you are a graduating senior, as grade deadlines may differ from Clark's.

Transportation: The consortium shuttle runs to most of the Consortium schools. Check the shuttle schedule (published each fall) to make sure you can get to the school in time for your class. Shuttle schedules are available at Goddard Library's circulation desk, the Dean of Students Office, and the Registrar's Office.

The Registration Process

During the add/drop period, you may make changes to your schedule by adding or dropping classes online. This allows you to try out different classes by attending them and looking at syllabi in order to make a solid decision about which courses to take.

NOTE: If you fail to complete registration on time, you will be charged a late fee of \$75.

First-semester students will register online for classes during June and July. See the Class of 2014 website for details. In subsequent semesters, registration occurs about a month before classes end. You'll receive instructions and guidance from your academic adviser.

Grades

Grade Options

Courses are graded A to D and F. No grades of D- are given at Clark. Students may take any course as Pass/No Record. Keep in mind that **professors are not informed** of the grade options you choose for their courses; they submit grades that are then converted. The different grade options are as follows:

Pass/No-Record: The P/NR option was created to enable students to enroll in a course they might have otherwise been unsure about taking. You may choose to take any course under the P/NR option, as long as this grading option does not contradict a student's major department policy. Under this option, letter grades of C- or better are converted to a P. Grades below C- become NR on your internal record; an NR course will not appear on your official transcript and will have no impact on your GPA.

Credit/No-Credit: An instructor or a department may, with the approval of the Undergraduate Academic Board, designate a particular course as graded either CR (credit) for work at a satisfactory level (C- or better) or NC (no credit) for work at an unsatisfactory level (D+ or less). A grade of NC is noted on your transcript and is computed as a zero into your GPA.

Audit: If you wish to sit in on a class without taking it for a grade or credit, you may audit that class with the instructor's written permission. Audited courses are taken strictly for enrichment, at no additional cost for full-time students. They appear on your transcript as an audit. Audited classes do not constitute credits towards graduation.

To change a grade option after the third week of the semester, you must petition the College Board. The Board will grant such requests only if there are extenuating circumstances. The Board frowns upon requests that are clearly attempts by the student to "beautify" her/his transcript. For example, if you are doing poorly in a graded course and request that the grade option be changed to P/NR, the Board will likely deny that petition.

General Guidelines for Choosing Grade Options

- 1. Courses in your major should be taken as graded courses.** In any evaluation of your transcript, whether for graduate school or by potential employer, grades of P in your major detract from the credibility of your record. Several majors **require** that all or most of their requirements be taken for a letter grade.
- 2. Requirements for the Program of Liberal Studies may be taken P/NR.** Also, courses taken for **general enrichment**, usually unrelated to your major, are the kinds of courses

you might want to consider taking P/NR, particularly if you are not confident about your abilities in that discipline. Taking a class as P/NR is a good way to increase the depth of your program without adding a lot of unnecessary pressure to maintain your GPA.

3. **If you plan to go to graduate or professional schools**, you should probably not exceed two units taken P/NR or CR/NC, because graduate and professional schools tend to frown upon noncompetitive courses. Graduate schools may interpret a “Pass” as a C when evaluating your transcript.
4. **During the first three weeks of the semester, try to find whether a course is related to your major and whether you feel confident in that particular area.** This will help you decide whether to take a class as a letter grade or P/NR.
5. **Consideration for Fall or Spring Honors** (See Graduation and Honors section.)

Grade Statements

At the end of each semester, you will be able to access your grades online. If you wish to have grades sent to your parent(s) or guardian(s), see the directions on the web.

Changes of Grade

End-of-course grades may only be changed with the permission of the College Board, when a professor has made a computational error or has reevaluated work submitted before the grading period ends. Unless an incomplete has been authorized, grades may not be changed on the basis of work submitted after the grading period or rewritten papers turned in after the grades are due.

Appealing a Grade

A student who wishes to appeal a grade must first discuss the grade s/he wishes to challenge with the professor. If the student feels that the issue is not resolved at this level, the second step in the appeals process requires a review by the department chair. A final appeal may be brought to the Dean of the College after a review by the department chair. The decision of the Dean will be the final action taken.

Grade Point Averages

Grade point averages are calculated by the University to determine academic good standing, fall and spring semester honors, Latin honors at graduation, and eligibility for various honor societies. The grade point average is calculated as an average of grades earned in all Clark University graded courses. Neither external credit nor ungraded Clark University courses are included in this calculation. You can compute your own GPA by using the following grade values:

To compute your GPA:

1. Assign a numerical value to each grade.
2. Multiply that value by the number of units in each course.

A+	= 4.3
A	= 4.0
A-	= 3.7
B+	= 3.3
B	= 3.0
B-	= 2.7
C+	= 2.3
C	= 2.0
C-	= 1.7
D+	= 1.3
D	= 1.0
F	= 0.0

Adding and Dropping Classes

Adding/Dropping: You may add or drop courses during the add/drop period. After the add/drop deadline, you must petition the College Board in order to add a class. College Board petitions are available in the Academic Advising Center.

Withdrawing: After the add/drop period, you may withdraw from a course by submitting a withdrawal slip to the Registrar's Office. No instructor's signature is required. Grades of W are recorded for course withdrawals after the add/drop period and prior to the withdrawal deadline. The deadline for withdrawing from courses is listed on each semester's academic calendar. It is not necessary to petition the College Board to withdraw from a course, but you should consult with your adviser before withdrawing from any course. International students may not enroll in fewer than three courses without approval from the International Students and Scholars Office.

Withdraw with Reason (WR): If you need to withdraw from a class due to extenuating circumstances (e.g., serious illness), you may petition the College Board to have a grade of **WR** (withdraw with reason) entered on your transcript.

Repeating Courses

It is the policy of Clark University to allow you to repeat a course if you have done poorly in it. However, you will only get credit for **one** of the courses. Both courses will appear on your transcript but only the higher grade will be computed into your GPA.

Registration for the Next Semester

Prior to the end of each semester, continuing students are required to register for the following semester. This allows you to plan for the next semester's program and allows the University to plan its course offerings according to student demand. Your registration for the next semester is not carved in stone. As in your first registration at Clark, you may add or drop a course during the add/drop period. **NOTE: You may not register for a fifth course prior to the add/drop period.**

Teaching Evaluations

Teaching evaluations are handed out in each course before the end of the semester. These anonymous forms are your chance to assess the effectiveness of the instructor. These student evaluations are very helpful in providing feedback to the instructor and the chair of the department, so be honest and thoughtful!

Academic Policy

Academic Good Standing

In order to be considered in good standing, you must:

complete at least two units **each semester** with a minimum grade point average of at least 2.0

AND

complete five units or more with a cumulative GPA of 2.0 during the first year, or complete six units or more with a cumulative GPA of 2.0 during the sophomore, junior, and senior years.

Failure to meet these criteria will result in placement on Academic Probation.

Probation

Academic probation status may be assigned by the College Board either for failure to meet academic good standing criteria or for breach of academic integrity. Academic probation status carries with it a number of responsibilities and a number of restrictions.

Responsibilities

You must meet with your probation adviser in the Academic Advising Center during the first two weeks of the semester to review your past academic performance and to strategize for the current semester.

You must sign a probation contract specifying the conditions of your probation. For most students this requires the following:

- enrollment in four units
- regular meetings with your probation adviser
- completion of four units with at least a C- in each course and a semesterly and cumulative GPA of at least 2.0

Failure to meet these criteria will likely result in a required withdrawal from the University for at least one semester.

Failure to complete more than one course with a satisfactory grade in a single semester may result in required withdrawal whether or not the student has been on academic probation.

Restrictions:

You may not take more than four units of credit.

You are restricted from competing in NCAA sports. (Exceptions may be determined upon petition to the College Board. Student athlete must explain what led to the probation and indicate plans to address whatever problems precipitated this outcome.)

You may not serve as:

- an officer in any student organization
- a peer adviser

a resident adviser.

You may not represent the University in any official capacity.
You may not study abroad while on probation.

Required Withdrawal

If you fail to meet the terms of academic probation, the College Board may require you to withdraw from the University for the following semester. This will provide you with an opportunity to spend time away from Clark and address whatever problems resulted in your poor academic performance. It may also be important for you to continue taking courses to show yourself that you can handle the academics. You are free to take courses at other institutions (not COPACE) during a required withdrawal (see policy on External credit). When you are ready to return to Clark, you need to submit a written request for readmission to Dean Darrigrand, Dean of Students. When you return from a Required Withdrawal, you will be placed on probation for the semester you return. International students who are placed on required withdrawal must consult Amy Daly Gardner, Director of the International Students and Scholars Office to discuss the implications of this action to their visa status.

A **second required withdrawal** bars you from returning to the University for at least one semester and until you have completed at least **two approved courses** at another institution, with grades of C or higher during a single semester.

Leave of Absence

A leave of absence is defined as a temporary interruption in a student's program of study. For students receiving federal financial assistance, the guidelines for a leave are different than those who do not receive such aid. If you are receiving federal financial assistance, the following guidelines apply: there must be a reasonable expectation that you will return from the leave; your leave must be requested in writing, including the reason for the leave; the leave may not exceed a total of 180 days in any one calendar year; you may not attend another higher education institution during the period of the leave.

For students not receiving federal financial aid, the request for the leave must be in writing as well and can be taken for up to three consecutive semesters.

Any student wishing to take a leave should come into the Dean of Students Office, meet with a dean, and then complete a leave of absence form. **The deadline for filing a leave is April 15 for the fall semester and November 15 for the spring semester.** Extensions of leaves are also arranged through the Dean of Students Office. If a student is required to withdraw (for academic reasons) or removed from the University for judicial reasons after filing for a voluntary leave, the required withdrawal or disciplinary status overrides the leave of absence.

Part-time status: In special circumstances, you may be given permission to enroll in fewer than three classes for any semester. This is considered part-time status by the University. Part-time tuition is prorated; charges are based on number of courses taken. If you are interested in part-time status, contact the Dean of Students Office (x7423).

Academic Integrity Procedures

College Board Procedure for Dealing with Accusations of Violation of Academic Integrity

Section I: Academic dishonesty

Section II: General principles

Section III: Initiating a review of possible violations

Section IV: Procedures for College Board hearing

Section V: Sanctions

Section VI: Appeal of Board decisions

Section I: Academic Dishonesty

Academic integrity is highly valued at Clark. Research, scholarship and teaching are possible only in an environment characterized by honesty and mutual trust. Academic integrity requires that your work be your own. Because of the damage that violations of academic integrity do to the intellectual climate of the University, they must be treated with the utmost seriousness and appropriate sanctions must be imposed. The maintenance of high standards of academic integrity is the concern of every member of the University community.

Several ways in which academic integrity may be violated are outlined below.

Cheating has three principal forms:

- Unauthorized use of notes, text, or other aids during an examination or in performance of course assignments.
- Copying the work of another.
- Handing in the same paper for more than one course unless the faculty members involved give their explicit permission to do so.

Plagiarism refers to the presentation of someone else's work as one's own, without proper citation of references and sources, whether or not the work has been previously published. Submitting work obtained from a professional term paper writer or company is plagiarism. Claims of ignorance about the rules of attribution, or of unintentional error are not a defense against a finding of plagiarism.

Unauthorized collaboration refers to work that students submit as their own but which was arrived at through a process of collaboration without the approval of the professor. Since standards on appropriate or inappropriate collaboration may vary widely among individual faculty, students should make certain they understand a professor's expectations before collaborating on any class work.

Alteration or fabrication of data includes the submission or changing of data obtained by someone else or not actually obtained in the performance of an experiment or study, except where allowed by the professor. It also includes the changing of data obtained in the performance of one's research.

Participating in or facilitating dishonest activities includes, but is not limited to:

- Stealing examinations
- Forging grade reports or grade change forms, or altering academic records
- Sabotaging the work of another student
- Selling, lending, or otherwise distributing materials for the purpose of cheating
- Forging or altering graduation clearance forms
- Forging letters of recommendation
- Forging signatures on any official university documents

Section II: General Principles

1. Members of the Board and other University officials who have a judicial or investigatory role in a case are required to observe standards of confidentiality. The University expects that all other persons involved in a case will act in such a way as not to defame the reputation of other members of the University community.
2. The College Board makes decisions about possible violations of academic integrity on the basis of the preponderance of the evidence.
3. The mission of the College Board is educational as well as regulatory. Therefore, sanctions for violation of standards will reflect punishment for wrongdoing but will also represent attempts to teach students to uphold strict standards in the future.
4. The University regards the violation of standards of academic integrity as a serious offence. Anyone who has information that a violation has occurred is expected to take appropriate action as outlined below. No person who, in good conscience, brings allegations of a violation of academic integrity will be adversely affected, and retaliation will not be tolerated. However, anyone who knowingly makes false or frivolous charges will be subject to discipline.

Section III: Initiating a Review of Possible Violations

A professor who suspects a violation by one of his/her students should investigate the incident. Any other person who observes an incident or possesses information about activities which s/he believes to be in violation of academic integrity should initiate a review normally by approaching the professor of the course in which the suspected violation occurred. Alternatively, an individual may approach the chair of College Board to discuss concerns.

Any person who is uncertain whether to approach a professor or make a charge to the Board may approach the chair of College Board in confidence to discuss the situation and seek consultation.

1. Consultation with the chair of College Board: Any person, including a student, who observes an incident or possesses information about a possible violation may approach the chair of College Board to discuss the situation in confidence. Any person who feels that concerns about suspected violations of academic integrity have been improperly handled may also consult with the chair of the Board. The chair is available to offer consultation to help determine whether sufficient evidence exists to bring formal charges.

- a. Where the chair and the person agree that the evidence is insufficient, no formal charge is brought to the Board.
- b. Where evidence is insufficient to bring charges, but doubt remains, the chair can work with the person to consider informal solutions. (For example, approaching the professor and, without making specific charges against a student, explaining the reporting person's concerns and discussing the possibility of more rigorous monitoring to prevent violations.)
- c. In exploring informal approaches, care should be exercised to avoid making statements which imply that a student has violated academic integrity since no hearing has been held and no finding of guilt has been made.
- d. Where charges seem appropriate, the chair will advise the person on the proper procedure for initiating a Board hearing.

2. Initiating a charge:

Charge initiated by the course professor:

The faculty member may investigate the situation, confront the alleged violator and, where the person acknowledges guilt, recommend a sanction to the Board. The faculty member then informs the chair of College Board of the case, making the accusation, providing evidence supporting the charge, and recommending a sanction.

The chair of College Board will review the information provided by the faculty member as well as any prior records of the student involving breach of academic integrity in determining sanctions (see section V: Sanctions).

In cases of first offenses, College Board most often will ratify the sanction recommended by the faculty member. A letter explaining the charges and sanctions will be sent to the student, as well as kept on file.

Faculty members may recommend to the College Board a range of sanctions, including the following responses:

- Warning without further penalty
- Rewriting of assignment
- Lowering of assignment grade
- Failure of particular assignment
- Failure of the course

Once a student has been notified that s/he has been charged with a breach of academic integrity, s/he may not withdraw from the class until the charge is resolved. If the outcome of the review is confirmation of the charge with a sanction of a failing grade in the course, the student may not withdraw from the class. The grade will be entered as a standing F. Students' whose sanction is less than failure, are able to withdraw from the class if they elect and if it is still within the course withdrawal period.

If the accused student challenges the charge and/or sanction, and/or the offense is so serious as to warrant it, the student, the faculty member, or the College Board may call for a hearing of the case. College Board will then convene a formal hearing.

Review initiated by other members of the university community:

A student or any member of the university community who observes an incident or possesses information about activities that s/he believes to be in violation of academic integrity is encouraged first to approach the faculty member teaching the course in which the alleged violation occurred.

1. The meeting with the faculty member is in confidence.
2. The complainant's suspicions and the meeting with the faculty member should not be discussed with others. As appropriate, the faculty member may inquire to determine if others witnessed the incident or have pertinent information about it.
3. Students or others who are approached to determine if they have witnessed specific events or have information about possible violations are also expected to maintain confidentiality.
4. When a faculty member investigates an incident, the procedures outlined above apply.

Taking a complaint directly to the College Board:

Any member of the university community may bring a charge directly to the College Board. Procedures for a College Board hearing are outlined in section IV below.

Section IV: College Board Hearing

1. The charge must be submitted in writing to the College Board. The charge should be factual, must include a description of the action(s) which is (are) believed to constitute violations of academic integrity, and must outline the substantiating evidence. Names of witnesses, if appropriate, must be included in the written charge at the time it is initiated.
2. The chair of College Board will inform the student accused of the breach of academic integrity of the charge. Whenever a charge is brought by a person other than the professor of the course in which the alleged violation occurred, the chair will also notify the professor who will ordinarily serve as a witness. The student charged will have five business days from the point of notification to respond as requested to the charge. During the academic year, the respondent will be required to meet with the chair of College Board to discuss the charge. If the student acknowledges the accuracy of the charge, and if this is a first offense for the student, the chair of College Board will accept the recommendation of the instructor of the course for the sanction to be imposed. There will be no need for the full College Board to review the charge in a formal hearing.
3. If the accused student denies the charge, s/he will be informed of the date and location of the College Board hearing at which the case will be heard. The accused will be provided with a copy of the charge, copies of any document(s) to be used in evidence, and an outline of the hearing procedure. The charge will be read to the Board and any member who has a conflict of interest will be excused from hearing the charge. The Board will then determine the charges to which the accused must respond.
4. The student will be advised of the right to bring witnesses and the deadline for informing the Board of the names of witnesses. The student will also be advised of the right to have an adviser present during the hearing (c.f. #7 below).
5. The chair of the Board will also inform the faculty member or student making the charge of the date and location of the hearing and of the charges to which the student accused must respond. The Board will provide the person making the charge with a copy of the procedures for the hearing.
6. Witnesses: Names of witnesses must be included in the initial charge. The Board may allow the addition of witnesses not available at the time the charge was made. Such information must be provided to the Board no later than two business days before the hearing.
7. Advisers: Both the complainant and the respondent may request the assistance of an adviser from within the Clark community. The adviser may remain throughout the hearing and be available for consultation. However, advisers are not allowed to provide information to the Board or to question the complainant, the respondent or witnesses. The name of an adviser must be submitted to the chair at least 48 hours before the hearing.

8. Recording: Anyone attending a hearing may take notes. Only the Board may, at its discretion, tape-record the hearing.
9. Hearing procedure:
 - Both the complainant and the respondent will be present at the hearing together and will have the opportunity to make statements to the Board
 - The Board will question the complainant, the respondent and witnesses.
 - The respondent will have the opportunity to respond to all information provided to the Board which is pertinent to the Board's decision.
 - At its discretion, College Board may invite an expert witness to participate in the hearing during the presentations of the complainant and respondent. The expert witness will remain after the complainant and respondent have been excused to respond to questions that members of the Board may have.

10. Deliberations:

- a. Board deliberations are ordinarily held immediately following a hearing and are completed as soon as possible after the hearing
- b. Only Board members will be present during deliberations.
- c. Board deliberations will not be tape-recorded.
- d. Board will first determine, by majority vote, accused student's guilt or innocence of each charge.
- e. Board will determine sanction(s) for the charge(s) of which the respondent is found guilty.
- f. Where applicable, Board will determine actions to be taken should the respondent fail to comply with a sanction. Board may delegate that decision to the chair.
- g. Sanctions will be specified in detail, with deadlines and methods of documenting compliance clearly outlined, where appropriate.

11. Notification

- a. Within two business days of completion of the Board's deliberations, the Chair of the Board will notify the accused in writing of the outcome of the Board's deliberations and of any sanctions levied by the Board.
- b. Chair of the Board will notify the accuser of the Board's decision regarding guilt or innocence of the charge(s) within two (2) business days of completion of the Board's deliberations. The Board, at its discretion, may also inform the complainant of any or all sanctions applied.

12. Records:

- a. At the conclusion of the hearing, the chair will collect all materials provided to the Board members and all documents used as evidence. Copies of the material will be kept in the confidential files of the College Board.

- b. Any tape recording of the hearing will be erased after the period allowed for appeal of the Board decision has expired.

Section V: Sanctions

1. As stated in the general principles governing actions of the Board, its mission is educational as well as regulatory, and sanctions will therefore reflect not only punishment for wrongdoing but also efforts to teach students to uphold rigorous standards of integrity in the future.
2. In determining the appropriate sanction, the College Board will take into consideration the student's prior history of academic integrity, and the seriousness of the violation. Sanctions may include but are not limited to one or a combination of the following responses:
 - Letter of warning to the student
 - Grade of zero for the particular assignment
 - Grade of F for the course
 - Academic probation, the length of which will be determined by the Board
 - Notation of sanction on student's academic record
 - Suspension: student may be suspended for one semester or one year; the Board may suspend the student without opportunity for transferable credit
 - Expulsion from the University

Section VI: Appeals of Board Decisions

1. An appeal of a College Board decision in an academic integrity case may be made either by the respondent or by the complainant.
2. Any appeal of the Board's decision must be filed in writing within 10 business days of notification by the Board. Exceptions to this limit may be made at the discretion of the Board if circumstances warrant.
3. Appeals must be based either on the presence of new information not available at the time of the original hearing or on flaws in the procedure of the original hearing. Appeals may not be based solely on dissatisfaction with the decision of the Board.

4.
 - a. Appeals of Board decisions based upon submission of new information are filed with the chair of College Board and will be reviewed by the full Board.
 - b. Appeals based upon a perceived flaw in the hearing process are filed with the Dean of the College. Appeals are heard by the Dean of the College or by the Dean's designee(s).
5. When appeal is heard by the Dean of the College, all documents and recordings of the hearing will be made available to the Dean or the Dean's designee(s).
6. The decision of either the Dean of the College or College Board will be final.

For a comprehensive description of the procedure for addressing accusations of violation of academic integrity, please go to the Academic Advising website (<http://www.clarku.edu/offices/aac/>) and click onto "Academic Integrity."

Reviewed 9/2014

The Major and Other Academic Programs

Selecting a Major Program

Declaring your major means making a commitment to a particular program of study within the liberal arts. It's best to make a well-considered decision between the second semester of your first year and the end of second year. Remember, however, that you must declare your major by the end of your sophomore year.

Thinking about a Major Program

First, relax. A good liberal arts background is your best preparation whether you are thinking about graduate school or employment after graduation. It will help you develop transferable skills in communication, problem solving, working with people, and researching and evaluating issues, all of which are valued by employers in all fields. It also happens to be what Clark does best.

Talk to other people—your adviser, other departmental advisers, your friends, your parents, professionals in fields related to your prospective major(s). The Alumni Contact Database, available in Career Services, is an excellent source of people in a variety of career fields. All of the alumni listed there are willing to talk to Clark undergraduates about career options. None of these people can tell you what to do, but talking to them may help clarify what you want to do.

Choose carefully, but don't obsess over the little things—what you know, rather than what it's called, is the most important thing. Almost every career field includes individuals who majored in a range of academic subjects. There may be three or four majors that are right for you and can lead to a particular career.

Where to Find Help

"I have no idea what I'm interested in."

"I used to know what I wanted to do, but now I'm not sure."

"I like lots of things and I don't know which to choose."

If this sounds like you, you may wish to seek help either at the Academic Advising Office (LEEP Center) or Career Services (LEEP Center). Make an appointment with one of the staff to talk about your interests, values, strengths and weaknesses. All of these should be considered in choosing a major. Self-assessment is critical in determining the major and career field in which you will be most comfortable. In addition, Career Services offers formal standardized interest inventories designed to help you clarify your interests and how they correspond to various career paths.

"I know what I want to do after graduation, but I have no idea which major is best."

"I like certain courses but I'm not sure what I can do with a major in that subject."

The Career Resource Library in the Office of Career Services has a wealth of information on careers and majors. These books and computer resources can give you an idea of career possibilities associated with each major. They can also provide specific job titles, certification information, advanced study requirements, and earnings and growth projections.

Another way to learn how your choice of major can lead to a given career is to talk to people employed in various fields. Career Services maintains an Alumni Contact Database listing alumni who are willing to serve as career contacts to Clark students. They can provide information on the types of jobs available with a particular major and can also help you begin the process of networking which will ultimately land you an internship or a job.

“I need to choose between two majors.”

“I know what I want to major in, but I don’t think Clark has it.”

If either of the above is true for you, first obtain information on the majors you are considering. Information on the requirements for all Clark majors, minors, and concentrations is available on the Academic Advising Office web page. Many departments have also published their own advising handbooks. Speak to your faculty adviser or the undergraduate adviser in the department you’re considering. Find out what it takes to major in that department. If you’re considering the professions of law, medicine or health sciences, you should meet with the adviser of that program.

The student-designed major may be the best way to resolve the major dilemma for students who have a strong sense of what they are interested in but can’t match that interest with an existing Clark major. For information on how to design your own major, contact Senior Associate Dean of the College, Kevin McKenna (x7468).

Above all, choose what fits you. Your father, mother, or best friend doesn’t have to sit through that psychology, physics or literature exam – you do. All their hopes and wishes for your future are not going to make you a philosopher if philosophy is not for you. On the other hand, if you are set on a particular career, there are many ways in which you can prepare. Keep your long-term goals in mind, but be flexible about which major will lead you to that goal. Choose the major that best fits your interests and academic abilities.

Narrowing Your Options

The requirements for each major are available on the Academic Advising web page (www.clarku.edu/offices/aac). You can use this information to compare the requirements of majors you’re interested in, and how many of the requirements for those majors you may have already fulfilled.

Once you have declared your major, you should use the appropriate worksheet to keep your own personal record of your progress. You should record the semester that you completed the required class, the course number and your grade. Many departments have their own official worksheets. These should be used whenever available to keep track of your major requirements.

Substituting a Required Class

In order to substitute or waive a required class, you must receive written authorization from your department chair or adviser. That authorization should be kept both in the department and in your own records. It should also be noted on your graduation clearance form, which you will complete at the end of your junior year.

Finding an Adviser

Before you can declare your, major you will need to choose a faculty member who will sign your major declaration form and become your new adviser. You may download the form at <http://www2.clarku.edu/offices/aac/petitions/>. Any full-time faculty member from your major department may be your adviser. Choose someone with whom you feel comfortable.

If you cannot choose someone based upon your classroom experience, review the academic interests of each faculty member listed after their names in the Clark catalog. If you have similar interests, that faculty member may be best suited to guide your study. If you still cannot choose, ask the department chair of the major to assign you to an adviser. Unless there is a departmental restriction, you may change your faculty adviser at any time. You will need to have another faculty member in the department agree to be your adviser and to sign a Change of Adviser form. Submit this form to the Academic Advising Office or Student Records to have the change officially made. If you are having trouble locating a departmental faculty adviser, you should contact your prospective departmental office.

When to Declare Your Major

You must declare your major by the end of your sophomore year. If you have not declared your major by the end of your fourth semester, you will not be allowed to register for subsequent semesters or make any adjustment to your registration.

How to Declare your Major

- 1) Pick up an Undergraduate Major Declaration form from the Academic Advising Office or the Registrar's Office.
- 2) Go to your major department and have the form signed by the department chair.
- 3) Return the form to the Registrar's Office.

Special Major Programs

The Student-Designed Major

One of Clark's special features is the option of designing your own major. This allows you to combine several disciplines and create an integrated, coherent, program of study. Examples of some recent student-designed majors include: The Ideologies of Femininity and Race: A Comparison of Women Cross-Nationally; Aesthetics of Architecture; Music and Technology; Japanese Studies; and Psychology of Marketing; Neuroscience; Religious Studies; Jewish Studies; and Creative Writing.

A student-designed major is not appropriate for every student. The guidelines for the student-designed major are stringent and require that you conceptualize and plan your major thoroughly and carefully. You must have a cumulative GPA at least of 3.0 to apply for a student-designed major. Three faculty members from different departments must be willing to provide their expertise and guidance as you pursue a student-designed major. The responsibility for developing a student-designed major entails a serious and challenging intellectual effort comparable to that which whole departments undertake in developing the requirements for their majors. Senior Associate Dean of the College, Kevin McKenna, will provide assistance and supervision in this process. All final proposals must be approved by Dean McKenna.

Proposals that use the student-designed major as a device to bypass existing major requirements by eliminating one or more courses, or as a substitute for a dual major, will not be accepted. You must demonstrate a concept and plan of study for the major that is intellectually sound and distinctively different from any existing major at Clark.

A student-designed major must have at least twelve required courses, four of which are at the 200 level. These courses must form an intellectual whole. In addition, you will be expected to design a capstone experience for this major. Because of the effort involved, you should begin this process early. Don't delay past the end of fall semester of your sophomore year. For information about the student-design major, contact Senior Associate Dean of the College Kevin McKenna at x7468.

Double Majors

Double majors generally require that you complete **all** major requirements for **both** majors. Think carefully about a double major. Completing two majors often means that you can only experience the minimum of classes in each major, rather than sampling the richness of each major. It also generally means that you will be able to take fewer electives in other areas. In some departments it is possible to make arrangements to ease some of the burden placed upon double majors. Check individual department handbooks for further information. Before choosing a double major, you should consult with your adviser to examine the pros and cons of completing two sets of requirements.

Double Counting of Credits

Students may double count up to two courses in fulfillment of requirements between any combination of majors, minors, or concentrations. Fulfillment of PLS requirements is not impacted by this restriction.

Minors and Interdisciplinary Concentrations

Minors and multidisciplinary concentrations are offered in many departments and programs in order to provide students with opportunities to gain depth in an area of interest in addition to their major. It is not necessary to have a minor or concentration, but students who choose to pursue one must declare their intention of fulfilling a minor and/or concentration by the end of the junior year. The designation of a minor or concentration will appear on a student's transcript.

Minors

A minor consists of a minimum of six courses completed in a discipline other than one's major. The requirements of the minor are determined by the department offering it.

Concentrations

A concentration consists of at least five interdisciplinary courses plus an integrating capstone experience that might take the form of an internship, independent study, special seminar, or directed reading, as approved by the concentration's faculty. Concentrations are offered in 10 different areas: Asian Studies, Bioinformatics, Computational Science, Ethics and Public Policy, Holocaust and Genocide Studies, Jewish Studies, Law and Society, Peace Studies, Race and Ethnic Relations, and Urban Development and Social Change.

Double Counting of Credits

Students may double count up to two courses in fulfillment of requirements between any combination of majors, minors, or concentrations. Fulfillment of PLS requirements is not impacted by this restriction.

Accelerated Degree Programs

For the most up-to-date information please visit www.clarku.edu/graduate

As a research university, one of Clark's unique strengths is the ability to integrate undergraduate and graduate level study. You will find that the University's baccalaureate/master's program allows you to accelerate your studies, deepen your knowledge of a particular field, and enhance your credentials for the job market. By taking advantage of this program you will complete a master's degree in one year instead of the usual two years. Students participating in one of the University's accelerated programs may qualify for either a full or reduced tuition fellowship. Integrated programs are offered in the following academic areas:

- Biology (MA)
- Biochemistry and Molecular Biology (BCMB)
- Business Administration (MBA)
- Chemistry (MA)
- Community Development and Planning (MA)
- Finance (MSF)
- Geographic Information Science (MA)
- Professional Communications (MSPC)
- Education (MAT)
- Environmental, Science and Policy (MA)
- History (MA)
- International Development and Social Change (MA)
- Physics (MA)
- Public Administration (MPA)

“Am I automatically accepted to an accelerated degree program when I am accepted to Clark?”

No. You must submit an *Application to the Accelerated BA/Master's Degree Program* to the Academic Advising Office by May 1st of your junior year (or December 1st if the second semester of your junior year is in the fall semester).

“If I am accepted into the accelerated degree program, will I automatically be eligible for the fifth-year tuition free?”

No. To qualify for the fifth-year tuition fellowship you must:

1. have been a full-time undergraduate student who has completed the prerequisites for a specific department's baccalaureate/Master's program (see the Clark University Guide to Accelerated Degree Programs located on the web at www.clarku.edu/graduate for departmental prerequisites);
2. must complete eight semesters of full-time study at Clark within five years of initial entry;
3. attain a 3.40 GPA in aggregate for your sophomore and junior years at Clark.
4. attain a GPA of at least 3.40 during the fourth year of study.

To qualify for the fifth year of full tuition fellowship for the BA/MBA and BA/MSF degrees, in addition to the above, students must:

1. meet program course prerequisites;

2. take the GMAT exams;
3. be admitted to the Graduate School of Management.

“I’ve transferred to Clark. Can I take part in an accelerated baccalaureate/master’s program?”

Yes. Incoming undergraduate transfer students will be eligible for a 50 percent tuition fellowship during a fifth year of study under the following conditions:

1. you must be a full-time student at Clark for at least one full academic year before applying to the master’s portion of the program;
2. meet program course requirements;
3. attain a GPA of at 3.40 for courses taken at Clark prior to your senior year;
4. attain a GPA of at least 3.40 during the senior year.

Can I change to another program after the May 1st deadline of the application?

No. Once the May 1st deadline has passed you may not change to another program. Students may change programs before the deadline if they have already submitted their application by meeting with the new program adviser and submitting a revised application for that program by April 1.

“Whom should I contact for further information about the Accelerated BA/Master’s Degree Program at Clark?”

Contact the Academic Advising Office at x7468. Specific questions should be addressed to Dean McKenna. Additional information is also available on the Clark website at www.clarku.edu/graduate; click on Accelerated Degree.

Special Degree Programs

Dual Degree/Certificate Programs

For students with a specific interest in either engineering or in gerontology, Clark offers the following two special programs to assist you in realizing your academic and career goals:

The Undergraduate 3/2 Engineering Program

[The 3/2 Engineering Program](#) is an undergraduate program that consists of three years of study at Clark University, followed by two years at [Columbia University's Fu Foundation School of Engineering](#). Students receive a Bachelor of Arts degree from Clark after the fourth year and a Bachelor of Science degree from Columbia after the fifth year. At Clark, students pursue a liberal arts major whose requirements strongly overlap the engineering school's junior-year entrance requirements. Appropriate majors at Clark are Chemistry, Computer Science, Economics, Mathematics, Physics, or a student-designed liberal arts/pre-engineering major. Students must follow the three-year prescribed set of courses at Clark, in consultation with the 3/2 Engineering Committee, in order to complete all of the required courses within three years. They must maintain a suitable academic level of performance to receive a positive recommendation for admission by the committee. The program generally must be started during the student's first semester at Clark.

For more information, students should contact the 3/2 Engineering Committee through the Physics Department (x7169), or email the Director, Charles Agosta at cagosta@clarku.edu.

Preprofessional Advising

Clark University recognizes professional preparation as fully compatible with a liberal arts education. Besides preparation for careers in management, computer science, education, and engineering, Clark offers assistance to students interested in pursuing a career in law, medicine, and other health sciences.

Prelaw

Students interested in law school are advised to plan a broadly based academic program that is liberal in character and that draws from the natural and physical sciences, social sciences, and the arts and humanities. Law schools are especially interested in students with good writing and analytical skills. Although not required for law school, students might also want to consider Clark's Law and Society Concentration, as well as participation in the Prelaw Society and the Mock Trial program. Students who are interested in law are urged to consult the prelaw adviser.

Premedical/Predental/Preveterinary Medicine

Students interested in prehealth professional programs may major in any of the sciences, social sciences, or humanities but must complete, normally before the end of the junior year, the minimum requirements for admission to health professional schools. Students interested in pursuing a prehealth direction should consult with Dr. David Thurlow, ext. 7621, Acting Chair of the Premedical and Predental Advisory Committee.

In selecting their courses and planning their programs, students are urged to consult members of the Premedical and Predental Advisory Committee. Information pertaining to premedical, predental, and other health profession programs is available in Sackler Sciences Center, Room S228, ext. 7119, and at <http://www.clarku.edu/departments/prehealth>.

Special Credits Opportunities

Directed Study

Directed Study courses allow students to pursue independent, in-depth work on a particular topic in an academic discipline. To take a directed study course, you must first get a faculty sponsor to agree to supervise your work in the course. The faculty sponsor must be a **full-time** faculty member in the undergraduate college. You may register for a directed study course during the course selection period.

These courses are generally offered for 1.0 unit but variable credit may be arranged (i.e. it is up to you and the instructor to decide how much credit the coursework is worth). You must petition the College Board, however, if you feel your coursework will be worth more than 2.0 units. There is no limit to the number of directed study courses that may be counted towards the completion of a B.A. degree.

Internships

The internship program offers students the opportunity to earn up to 4.0 units working as an extension of their academic curriculum. Students may earn 1.0 unit for working a minimum of 140 hours (2 units-280 hours) at the internship site and completing the academic projects assigned by their faculty sponsor. Internship credit is charged the same fee as all credit at Clark. During the summer, internships are registered through COPACE and interns pay COPACE tuition. **Internships for credit are automatically evaluated on a Credit/No Credit basis. If the student wishes the internship to be graded, he or she must petition the Dr. Kevin McKenna, Associate Dean of the College.**

In preparation for an internship, it is necessary to find a faculty sponsor in an appropriate department. The requirements of an internship are, **1)** regular meetings with the faculty sponsor, **2)** outside readings appropriate to the field as determined by the faculty sponsor, **3)** a final paper or project reflecting the internship. All internships must have this academic component to qualify for Clark credit.

The Internship Program Coordinator, Lee Goldstein and other staff, (x7258) in Career Services can provide students seeking an internship with the following:

- Resume, cover letter, and interview preparation.
- Advice, research assistance, contacts, and internship leads.

Career Services also maintains a nationwide online database of internship leads and contacts through the Clark Recruiter.

International students **must secure** employment authorization from the International Students and Scholars Office (ISSO) **before engaging** in internship employment. A package of information is available at from the International Students and Scholars Office.

Study Abroad/Study Away Programs

Study Abroad is located in the LEEP Center.

web: <http://clarku.edu/studyabroad>; email: studyabroad@clarku.edu; phone: 508-793-7363

Director, Adriane van Gils-Pierce: avangilspierce@clarku.edu
Associate Director, Connie Whitehead Hanks: cwhiteheadhanks@clarku.edu

STUDENT PLANNING GUIDE FOR STUDYING ABROAD

FRESHMAN YEAR - Research

- Research programs and requirements on the [study abroad website](#).
- Go to a Study Abroad 101 Information Session.
- Attend the Study Abroad Fair in the fall.
- Explore financial aid/scholarship opportunities. Check deadlines.
- Discuss plans with the family.
- Explore financial aid/scholarship opportunities. Check deadlines.

SOPHOMORE YEAR - Apply and Prepare

- Attend the Study Abroad Fair and Study Abroad 101- again.
- Declare a major before beginning the application process.
- Meet with a major FA to discuss the complete academic plan.
- Meet with a study abroad advisor to discuss options.
- Pick up a program application checklist one semester before applying.
- Prepare a resume. (This is required for the application.)
- Submit an application BEFORE the deadline (Feb 15 for fall/year-long; Sept 15 for spring).
- Follow-up on scholarship applications. Students who receive Pell Grants should apply for the Benjamin A. Gilman Award.
- Speak to returned students/study abroad ambassadors to hear personal stories about the programs.

JUNIOR YEAR - Apply and Prepare/Explore and Engage/Return and Reflect

- Research the host country will be living in.
- Engage in the host country's academic opportunities, history, and culture through the study abroad program.
- Blog or keep a diary while away. Share stories!
- Reflect on the experience upon return. This takes time; sometimes it takes years.

SENIOR YEAR - Return, Reflect, and Reciprocate

- Complete a program evaluation.
- Apply to be a Study Abroad Ambassador. Share experiences with students preparing to study abroad.
- Attend the Study Abroad re-entry gathering to share stories with returned classmates.
- Re-write your resume.

ADDITIONAL PLANNING TIPS

ACADEMICS

- Maintain a 3.0 GPA to be eligible to study abroad. Some programs require a higher GPA. Study abroad awards and scholarships often also require a strong GPA.
- Decide on a major as soon as possible, and begin taking required courses.
- Fulfill perspectives as soon as possible.

- Visit [Career Services](#) to develop a resume.

FINANCES

- There is a \$100 application fee, and a one- time \$1000 study abroad/away fee, payable the semester you are away.
- Students on Clark-affiliated programs pay Clark tuition. Their scholarships and financial aid generally apply. Their bill shows the balance, plus the \$1000 study abroad/away fee. They pay room and board costs directly to the program. Details should be discussed with their Financial Aid Representative and their Student Accounts Counselor.
- Look into available scholarships outside of Clark, relative to the selected program at <http://www.clarku.edu/offices/studyabroad/applicationprocess/financing.cfm>
- Start saving. Studying abroad can be expensive: in addition to tuition, room and board. Students pay for a passport and visa, books, travel to and from the program, independent travel while abroad, and other personal expenses.
- Clark bills should be paid in full before departure.

TRAVEL

- Get A Passport! Be sure it is valid 6 months beyond the date of return from abroad.
- Go to the US State Department student travel website at <http://travel.state.gov/> . It is a helpful website to learn more about traveling to the intended host country. Don't worry about visas until after being accepted. Programs help with up-to-date visa application information.
- Check to see if there is access to any medical needs in the host country. Research information at the [Center for Disease Control](#). Speak with a doctor. Medical clearance may be required. Also check out <http://www.miusa.org/ncde/tipsheets/medications/?searchterm=medications> for additional travel medical information. Safety and health are a primary concern.

HELPFUL RESOURCES

- Check out the host country's web pages and local newspapers at <http://www.refdesk.com/paper.html>
- Talk to returned students about their experiences abroad and away. <http://www.clarku.edu/offices/studyabroad/resources/ambassadors.cfm>
- Read <http://studentsabroad.state.gov/> for helpful information related to studying abroad.
- Continue to check the [Clark Study Abroad website](#) for important program information and updates.

Surviving

Classroom Policy

Rule # 1

Always retain a copy of all assignments you turn in, whether they be papers, take-home exams, labs, write-ups, etc. This will save you anxiety in the rare occasion a paper gets lost!

Other Rules

Attendance Requirements

There is no University policy on class attendance. However, individual professors often establish attendance requirements for their own courses. When you enroll in a course, you are expected to abide by the policies for that course, regardless of what is expected in other courses. If attendance is required, you should expect to lose points for absence.

Absence Due to Religious Reasons

Massachusetts State law states that if you cannot attend class for religious reasons, you will not be penalized for that absence. Speak with your instructor prior to the absence, explain the circumstances and discuss methods of making up the work you have missed.

Absence Due to Illness

If you miss one or two classes due to illness, you must discuss this with your instructor and make arrangements to make up missed work. Instructors may request medical confirmation from a physician. Confirmations are **not** provided by the Dean of Students Office, Academic Advising Office, or Health Services for short illnesses during the semester or other non-crisis circumstances which account for your absence from classes.

Absences Due to Hospitalization or Major Illness

If you expect to be out of class for two weeks or more for a major problem (e.g., surgery, major illness), contact the Dean of Students Office (x7423). Your instructors will be notified of your absence. It is up to you to make up the missed work when you return.

Absence from Final Exam

If you must be absent from a final exam due to medical or personal reasons, you must petition the College Board for an Incomplete in the course. Petitions for Incomplete are available at the Academic Advising Center.

Questions about a grade or course policy

If you feel that you have received an inaccurate grade or if you have questions about a particular course policy, you must first raise your concern with the professor. The sequence of appeals follows:

1. **The Department Chairperson:** If, after consulting with the professor, you don't feel that the problem has been addressed adequately, you should consult the department chairperson. He or she will hear and investigate your petition.

- 2. The Dean of the College:** If you remain dissatisfied after the investigation and resolution by the department chairperson, you may take your petition to the Dean of the College for further investigation and final action. For an appeal to be brought to the Dean of the College, there must be evidence to support your appeal other than dissatisfaction with the final grade.

Exam Scheduling

Final exams are prescheduled. The exam schedule appears on the web for each semester. Not all courses will have a final exam, however. Professors are expected to inform their classes of their final exam schedule at the start of every semester, and may only change the date or time of a scheduled final exam if they obtain the consent of the entire class.

This policy is intended to alleviate conflicts like exams being scheduled at the same time on the same day, or having more than two exams in the same day. If any conflicts do arise, you should first try to approach the instructors involved, and then, if necessary, the Associate Dean of the College. Usually, if circumstances warrant it, you can take a makeup final exam to avoid schedule conflicts. Generally, when you have three final exams scheduled back-to-back, the middle exam is rescheduled and the instructor involved gives a makeup exam.

Incompletes

If you are not going to be able to finish your course work by the end of the semester due to illness, extenuating personal circumstances, or a research delay, you must petition the College Board for an Incomplete. Petitions for Incomplete are available at the Academic Advising Office or may be downloaded at <http://www2.clarku.edu/offices/aac/petitions/>. The section filled out by your professor specifies the work to be completed and a deadline date. Where applicable, the professor may indicate that a research delay is the reason for the Incomplete. You must meet with your professor to discuss these issues. Except in the case of a research delay, you must also submit confirmation of medical or personal extenuating circumstances from the Dean of Students Office, Health Services, Academic Advising Office, or your doctor. If your petition is approved, an interim grade of Incomplete (I) will appear on your transcript until you complete your coursework and your professor submits a final grade. If you do not finish the work by the deadline date, you will receive an F for the course. **(Incompletes cannot be authorized by individual faculty. Any incomplete submitted by a faculty member which has not been approved by the College Board will be changed to a grade of F by the Registrar's Office.)**

Due Date for finals and Take-Home Exams

Cumulative take-home exams and final papers may not be due during the period between the last regularly scheduled day of class and the start of the exam period.

Late Papers

If you have missed the due date for a paper or assignment, there are several options open to you:

If the paper or assignment is complete, bring it directly to the professor, either in class or to her/his office. If you bring it to the office and the professor isn't in, leave it with the department secretary. Be sure to ask the secretary to mark down the date and time the assignment was

received. **Remember Rule #1: Always keep a copy of your paper!** Papers do get lost, and you could end up taking the heat for it. A copy can avoid such problems.

If you are having trouble completing an assignment for some reason, whether personal or academic, talk to the professor and explain your problem (if you feel comfortable doing so). Most professors will listen; some may grant you an extension and others will accept the work with a penalty grade for lateness. Some may not accept a late paper under any circumstances. That is their right. Remember that you still have the option of petitioning for an Incomplete in the class. Whatever you do, do not stop going to class or assume you must withdraw from the class. Contact the instructor and try to work out a solution. Faculty members would rather have you explain your problem and turn your work in late than have you withdraw from the class.

If you don't feel comfortable talking with your professor, talk to someone at the Academic Advising Office (x7468). The advisers there can often assist you in identifying how best to negotiate with your professors.

Missed Exams

If you have missed an exam (other than a final), there are several things you can do, depending on the circumstance.

If you were genuinely ill, you should explain that to the professor **before** the time of the exam – not after! Except for long term-illness (more than two weeks) or an absence from the final exam, the University does not have any policy with regard to medical excuses. It is assumed that you are an adult who knows when you are ill and that faculty members will treat you accordingly.

If you miss a class for any other **legitimate** reason, see the professor and make arrangements to make up the exam or compute your final grade without that particular mark. If you skipped class and missed a "pop quiz," start attending class regularly to avoid getting another zero.

Missed Classes

If you've missed a few classes, it is usually not a serious problem unless you've missed assignments or exams, or the professor has imposed attendance rules. Get the notes from someone else and make a serious effort to attend class regularly. Even if the professor has not established an attendance policy, in most cases attendance and class participation will be considered when final grades are submitted.

If you've missed more than a handful of classes you should speak to the professor and explain whatever health or personal reasons kept you from attending. Even if you've missed a significant amount of class, the course and credit **might** still be saved. Don't stop going to class altogether or assume that the course and credit cannot be saved. If you have a valid reason for your absence, contact the professor to see if you can make alternative arrangements. There are some exceptions, however. If the class relies heavily on participation class (e.g., foreign language classes), missing too many classes is equivalent to missing too many assignments. You can't "make up" missed class participation.

Graduation and Honors

Graduation Review and Clearance

The graduation review and clearance process seeks to ensure that all graduation requirements will be completed by your expected date of graduation. It encourages active participation among students, major advisers and the Registrar's Office.

During the second semester of your junior year, you will complete a graduation clearance form. You must bring this form to your major, minor, concentration adviser(s) and have her/him note any courses you still need to take or are currently taking in order to complete your requirements. After the clearance form has been completed and signed by your adviser(s), you must return it to the Registrar's Office, where it will be reviewed. When it is returned to you, it will indicate **exactly** what requirements you must fulfill in order to graduate. One copy will be kept on file in the Registrar's Office.

During the second semester of your senior year, the Registrar's Office will review your academic program. If all your requirements will be fulfilled by the semester's end, you will be cleared for graduation pending successful completion of all registered courses. If you have outstanding requirements, you will be so notified.

Graduation Requirements

To participate in commencement activities, you must successfully complete:

- 1) 32 course units, with at least 50 percent earned in residence;
- 2) all Program of Liberal Studies requirements, including a First-Year Intensive course
- 3) all requirements for your major/minor/concentration;

In addition, you must achieve an overall Grade Point Average of 2.0 or higher. If you fail to achieve this minimum grade requirement, you will be required to complete additional coursework at Clark. You may earn no more than four D or D+ grades. Although additional D or D+ grades will remain on your transcript and will be included in your GPA, you will not receive any credit for the course.

Residency Requirement

To earn a degree from Clark University, students must meet Clark's residency requirement. Simply put, at least half your major must be completed through Clark University classes. Students entering Clark as first-year students may be awarded no more than three semesters (12 units) of external credit. In addition, students must be enrolled full-time at Clark for both semesters of their senior year. This ensures that at least half of your Clark degree (and half of the vital last two years during which there is heavy emphasis on the major) is a product of Clark's curriculum. For University purposes, residency is defined as enrollment in a Clark program, even if that program is located in another city (e.g. Washington semester) or another country (Clark programs in Luxembourg, Spain, France, Japan, Germany, etc.).

Honors

Academic excellence at Clark is recognized through earning a place on the Dean's List and being granted first or second honors at the end of the fall and spring semesters, the awarding of undergraduate honors at the Fall Convocation and senior honors at the Honors Convocation on graduation day. Several different types of honors may be awarded:

Department Honors

You may be admitted to a program leading to a bachelor's degree with honors in a particular major at the beginning of your junior year, and in some cases at the beginning of your senior year. In most cases, you will work with a faculty member who serves as your honors adviser and assists you in planning your honors research and thesis during your junior and senior years. The program may include a maximum of six courses in which you work under your adviser's supervision. In some cases, you must pass a comprehensive examination given by the department in your senior year and/or take a special honors seminar.

Students should check with the major department to obtain guidelines for the specific requirements for honors before the end of the sophomore year. (In some departments, applications for honors may be made in the second half of the junior year.) Admission to an honors program does not exempt you from any of the standard major requirements. Your candidacy for honors will be terminated at the end of any term in which you have not maintained a standard of work satisfactory to the department. If candidacy is terminated for any reason, the amount of course credit to be allowed for honors courses will be determined by the College Board. The department may recommend that you graduate with honors, high honors or highest honors. That recommendation is made to Student Records at the completion of the honors program and is recorded on your transcript. Consult individual department handbooks for details concerning acceptance into their honors programs.

Department Honor Societies

A number of departments recognize excellence in their majors through sponsoring Clark branches of notional honor societies. Admission to these honor societies is determined by meeting requirements within each department. For further information, consult the departments listed:

Communications	Lambda Pi Eta
Economics	Omicron Delta Epsilon
Foreign Languages & Literatures	Delta Phi Alpha
Geography	Gamma Theta Upsilon
Government	Pi Sigma Alpha
History	Phi Alpha Theta
Management	Beta Gamma Sigma
Philosophy	Phi Sigma Tau
Sociology	Alpha Kappa Delta

Phi Beta Kappa

Each year a limited number of juniors and seniors are elected to membership in the Clark chapter of Phi Beta Kappa, Lambda of Massachusetts. Phi Beta Kappa membership is based on

academic distinction in programs that are clearly liberal in character, with due consideration of both formal and informal evidence of high scholarship and creativity. Evidence of proficiency in mathematics and a foreign language is deemed highly desirable by the society.

Nominations for membership are prepared by the Phi Beta Kappa Committee on Undergraduate Elections. To qualify, you must have completed at least three full semesters at Clark. The Committee carefully considers your overall academic record, recommendations from professors, and the breadth and depth of your program. It will help if you give us permission to examine your transcript. The Committee may seek further clarification from faculty members familiar with your work, but the election of members is solely the responsibility of the Chapter.

You will be notified by mail if elected to Phi Beta Kappa. The names of new and graduating members of Phi Beta Kappa appear in the graduation program and are announced at the Honors Convocation.

Fiat Lux

To qualify for membership, you must be entering your senior year, have an overall minimum GPA of 3.3, and have demonstrated some significant leadership or service role for the university or the greater community. Micki Davis, Director of Community Engagement and Volunteering, serves as the adviser to Fiat Lux.

Gryphon & Pleiades

Gryphon & Pleiades is composed of a group of 12 outstanding seniors who have distinguished themselves in leadership, academics, community service, character, extracurricular involvement, and/or athletics. Gryphon & Pleiades conducts a variety of social service and community functions including organizing a student leadership program, fundraising for the Katherine A. Astolfi Memorial Scholarship Fund, and serving in student leadership capacities.. Dean Kevin McKenna serves as adviser to Gryphon & Pleiades. Both Fiat Lux and Gryphon & Pleiades work with their advisers to select the outstanding members of the junior class for the following year's membership.

Fall and Spring Semesters Honors

Fall and spring semester honors are granted based upon fall and spring semester performance. To be eligible, you must meet the following conditions:

- 1) register for and pass at least four units;
- 2) have at least three units of graded credit;
- 3) have at least three units in the undergraduate school;
- 4) have received no grade lower than a B-, including NR and NC;
- 5) maintain a minimum GPA between: 3.8 and 4.3 for first honors and 3.5 and 3.79 for second honors.

Latin honors

Latin honors are awarded at three levels: summa cum laude, magna cum laude, and cum laude. Criteria such as grades, the percentage of courses taken on a P/NR basis, and the number of courses taken at Clark are used in determining Latin Honors. The academic criteria are as follows: summa cum laude, 3.80+; magna cum laude, 3.60-3.79; and cum laude, 3.40-3.59.

Awards

Each year many academic departments, the Alumni Association and the Athletics program announce winners of their annual awards. For more information about the specific awards, contact the individual department or program.

University Annual Awards

Lee Gurel/John Bell Endowed Student
Faculty Achievement Award at Clark University
Erickson Prize in Math and Physics
Katherine A. Astolfi Memorial Scholarship
Nunnemacher Endowment Fund Scholarship
The Paul P. Vouras MA '51 Social Science Award
Jefferson Prize
The Thomas Wisniewski '87 Award for Academic Excellence and Creativity

Departmental Annual Awards

David Potter Prize	Biology
M. Margaret Comer	Biology
American Chemistry Society	Chemistry
American Institute for Chemists	Chemistry
Awards in Analytical Chemistry	Chemistry
Chemical Rubber Company - Freshman Chemistry Achievement	Chemistry
James & Ada Bickman Summer Science Research Internship	Chemistry
Arthur E. Martell & Thomas Sugihara Summer Science Internship	Chemistry
David R. Porter Prize for Excellence	Economics
Omicron Delta Epsilon	Economics
The Roger Van Tassel Book Prize	Economics
Wall Street Journal Award	Economics
Outstanding Undergraduate Award	Education
Prentiss Cheney Hoyt Poetry Contest	English
Dept. of English Short Story Contest	English
Leroy Alston Ames Prize	English
Loring Holmes & Ruth Dodd Drama Prize	English
Theodore and Phyllis Barbera Awards	Foreign Languages
J. Fannin King Prize for Excellence in French	Foreign Languages
Ellen Churchill Semple Award	Geography
Strabo Prize for Excellence	Geography
Award for Excellence	Geography
Gamma Theta Upsilon	Geography
Matilda White Riley Award	Gerontology
Sherman S. Hayden Prize	Government/History/Philosophy
Morris H. Cohen Prize	Government
Sally Robinson Holthausen Prize for Excellence in International Relations	Government
H. Donaldson Jordan History Essay Awards	History
Phi Alpha Theta	History

Outstanding Undergraduate Award
Outstanding Undergraduate Awards
Outstanding Student Award
Awards for Excellence
Colin Creativity in Psychology Award
Outstanding Undergraduate Awards
Addams-Mills Award
Hazel Hughes Award
Harris I. Cohen Sr. Art Award
Robert P. Manero Memorial Prize in Music

Management
Math/Computer Science
Math/Computer Science
Philosophy
Psychology
Psychology
Sociology
Women's Studies
V. & P. A.
V. & P. A.

Alumni Awards

The Alumni Association Outstanding Secondary Educator Award
The Alumni Rookie of the Year Award
The Sara Bickman Music and Arts Summer Internship for Undergraduates
The Harris I. Cohen '56 Art Award
The Thomas M. Dolan '62, MAEd '63, Outstanding Service Awards
The Rose M. and Jacob '26 Sachs Memorial Award
The Irving '32 and Edith Wilner Prize Fund

Athletic Awards

Russ Granger Award (Male Scholar-Athlete)
Alice Higgins Award (Female Scholar-Athlete)
Fred Herbert Trophy (Outstanding Male Athlete)
M. Hazel Hughes Trophy (Outstanding Female Athlete)
Senior Class Award
Merit Award
Service Award

Scholarships, Fellowships, and Grants

Fellowships and Grants

There are many different types of national and international undergraduate and graduate fellowships that offer students with exceptional academic records an opportunity to receive financial support for advanced undergraduate or graduate studies.

Are You A Good Candidate?

Although the programs and qualifications differ greatly, there are some basic minimum requirements common to all fellowships and grants. If you are interested in pursuing a fellowship, you should have excelled in your undergraduate career, distinguished yourself in your major field of study, and maintained a GPA of at least 3.0. (This is to be understood as a minimum satisfactory GPA. In almost all cases, a higher GPA is expected if one wishes to be competitive.)

If interested, you should begin to investigate the various fellowships and your eligibility by the end of your sophomore year. Contact Associate Dean Kevin McKenna (x7468) for information. The next two pages contain a brief list of scholarships and fellowships, eligibility requirements, field of study, and location.

Undergraduate Awards

Boren Scholarships - Scholarships are available for juniors and seniors for an academic term or year of study abroad, to increase their knowledge of and competencies in other languages and cultures, and to foster an interest in international affairs.

Goldwater Scholarship – Requires institutional nomination by Clark in January. Up to 300 two-year scholarships are awarded annually to students who will be college juniors or seniors in the 2002-03 academic year and have outstanding potential for careers in mathematics and the natural sciences. Awards cover tuition, fees, books, and room-and-board up to \$7,500 annually. Nominees must be U.S. citizens, have a B average, be in the upper fourth of their class, and be sophomores.

Morris K. Udall Scholarships - Undergraduate scholarships of up to \$5000 are awarded to American juniors and seniors in fields related to the environment, and to Native American and Alaska Natives in fields related to health care or tribal policy.

Rotary Foundation Scholarships – Four to six awards per region (i.e., Worcester County) annually. Applicants must contact their local or hometown Rotary Clubs (usually in late fall) for information. Undergraduate and graduate scholarships for study/work are available in many foreign countries. Language proficiency is required. Academic performance and qualities of an “ambassador of goodwill” are important. Scholarship year begins one year after the award is won. Rotarians and relatives are ineligible.

Truman Scholarships – Requires institutional nomination by Clark in January. Between 75 and 80 scholarships are awarded annually to juniors who plan a career in public service and who will enroll in a graduate program to that end. Award covers tuition, fees, books, etc. up to \$10,000 annually. Nominees must be U.S. citizens, maintain a 3.0 minimum GPA, and have extensive public service and community involvement, including leadership experience.

Graduate Awards for Universities in the United States

Boren Fellowships – Fellowships for U.S. students enrolled in or admitted to graduate degree programs in U.S. colleges or universities to develop expertise in the languages and cultures of less commonly studied countries.

Ford Foundation Fellowships for Minorities – Apply directly to Ford Foundation in November; obtain applications from National Research Council. About 50 three-year awards of \$16,000 to \$18,000 are made to minority students pursuing a Ph.D. or Sc.D. in most of the nonprofessional academic disciplines. U.S. citizenship and Graduate Record Examination (GRE) required.

James Madison Fellowships – The Fellowship is intended exclusively for graduate study leading to a master's degree in American History or political science. Its purpose is to improve teaching about the United States Constitution in secondary schools.

Jacob Javits Fellowship – Apply directly to U.S. Department of Education in the spring. Obtain applications from same. Number of awards determined by annual Congressional allocation of funds. Restricted to graduating seniors who will pursue Ph.D. in arts, humanities and social sciences, and who demonstrate outstanding intellectual promise. Graduate Record Examination (GRE) and U.S. citizenship or permanent residency required. The Fellowship is awarded annually up to four years with a maximum stipend of \$29,000 per year.

Mellon Fellowships – Requires nomination by faculty to regional chairperson by November. Approximately 120 three-year awards of \$10,250, plus tuition are made to beginning doctoral students who show extraordinary promise for teaching and scholarship in the humanities. Requires U.S. or Canadian citizenship and Graduate Record Examination (GRE).

National Science Foundation Fellowships – NSF aims to ensure the vitality of the human resource base of science, mathematics, and engineering in the United States and to reinforce its diversity. Nine hundred three-year graduate fellowships for study toward master's or doctorate in mathematical, physical, biological, engineering, and social sciences, and in history and philosophy of science are awarded each year. GRE and U.S. citizenship required.

National Security Education Program Graduate International Fellowships – Support students pursuing the study of languages, cultures, and world regions which are critical to U.S. national security, but which are less frequently studied by U.S. graduate students, i.e. areas of the world other than Western Europe, Canada, Australia, and New Zealand.

Paul & Daisy Soros Fellowships for New Americans – Fellows may pursue a graduate degree in any professional field or scholarly discipline in the Arts, Humanities, Social Sciences, or Sciences. Eligible applicants either hold a “Green Card”, are naturalized citizens, or have two parents who are naturalized citizens as of the date of the application.

Raoul Wallenberg Scholarship – Requires institutional nomination by April. Ten scholarships of \$4,000 each are available each year to students with strong academic background and show excellent leadership experience. A one-year sojourn in Israel is covered by the award.

Graduate Awards for Universities in the United Kingdom and Ireland

Gates Cambridge Scholarships - Provides full cost scholarships for graduate study at the University of Cambridge. The offer of the scholarship is conditional on the student's gaining admission to Cambridge by the University's normal route. While the competition is international in scope, between 60 and 80 awards will be made each year to students resident in the USA.

George J. Mitchell Scholarships - Scholars must be U.S. citizens and may study or conduct research for one year at one of the seven universities in Ireland and two universities in Northern Ireland. Prospective Scholars must have a demonstrated record of intellectual distinction, leadership, and extra-curricular activity, as well as personal characteristics of honesty, integrity, fairness, and unselfish service to others.

Marshall Scholarships – Application for the 40 scholarships must be completed by early October. Awards which cover stipend, fees and travel for study in any field leading to a degree from any U.K. university are made to U.S. college seniors who have earned a 3.7 GPA after their first year. Students must have demonstrated breadth in extracurricular involvement. Awards are tenable at any British university and cover two years of study in any discipline. Awards average at about \$27,000 per year.

Rhodes Scholarships – Require institutional evaluation by Clark in October. Thirty-two two-year awards which cover stipend, fees and travel for graduate study at Oxford University are given to students who demonstrate high academic achievement, leadership, moral character, and physical vigor.

Winston Churchill Scholarships – Require institutional evaluation by Clark in November. One- and three-year awards for graduate study in engineering, mathematics and science at Churchill College in Cambridge, England. Requires U.S. citizenship and excellent grades in the sciences.

Graduate Awards for Other Foreign Universities

Fulbright-Hays Grants – Require institutional evaluation by Clark in October. Awards provide for one year of graduate study abroad, including tuition, fees, travel, living expenses, and dependent allowance. Each country sets different restrictions on academic fields, language proficiency, entrance requirements and grant availability. Applicants must propose institutional affiliation and detailed program of study (primarily coursework). U.S. citizenship required.

National Science Foundation Fellowships – Refer to Graduate Awards U.S. and Canadian Universities.

Rotary Foundation Scholarships – Graduate scholarships in many countries.

Absence, 49
 Academic Advising, 12
 Academic good standing, 26
 Academic dishonesty, 29-30
 Academic integrity, 29-36
 Academic Review, 9
 Accelerated Degree Program, 42-43
 Acceleration, 19
 Adding classes, 24
 Advanced standing, 19
 Advisers, 9-10, 39
 changing adviser, 10
 choosing major adviser, 39
 Alteration of data, 30
 American Language and Culture Institute, 11
 Appealing a grade, 23
 Attendance, 49
 Audit, 22
 Capstone, 9
 Career Services, 12
 Center for Community Service & Learning, 12
 Changes of grade, 23
 Cheating, 29
 Classroom policy, 49-51
 Concentrations, 41
 Consortium, 20-21
 COPACE, 20
 Corequisites, 18
 Course Information, 17-21
 Course load, 17-18
 Credit/No Credit, 22
 Directed Study, 46
 Double major, 40
 Double Counting of Credits, 41; 42
 Dropping a class, 24
 Dual degree/certificate programs, 44
 Exams, 50, 51
 Fifth course, 17
 First-year Intensive courses, 15
 Grade changes, 23
 Grade options, 22-23
 Grade Point Average, 24

Index

Grade statements, 23
 Graded courses, 22
 Graduation requirements, 52
 Honor societies, 55-56
 Honors, 53-55
 Incompletes, 50
 Independent study, 46
 Indivisible courses, 18
 Information Technology Services, 11
 International Studies Stream, 8
 Internships, 46
 Language Arts Resource Center, 12
 Late papers, 50
 Learning and physical disabilities, 13
 Leave of absence, 28
 Library (Goddard), 14
 Linked courses, 18
 Major, 37-40
 choosing, 37-38
 declaration, 39
 substituting major requirements, 38
 Minors, 41
 Missed classes, 51
 Non-Traditional experiences, 46-48
 Office of Disability Services, 13
 Office of Intercultural Affairs, 14
 Registrar's Office, 14
 Office of Study Abroad Programs, 13, 46-48
 Part-time status, 28
 Pass/No Record, 22
 Permission classes, 18
 Perspectives, 4, 5-7
 Plagiarism, 29
 Preprofessional Advising, 45
 Probation, 26
 Professor, problems with, 49-50
 Program of Liberal Studies, 4-7
 Critical Thinking, 4-5
 Perspectives, 4, 5-7
 Registration, 15-23
 Repeating courses, 25
 Required withdrawal, 28
 Requirements (PLS), 4-7
 Scholarship, Fellowship, & Grants, 57-60
 Sectioned classes, 18

Special Degree Programs, 44-45
Student-designed major, 40
Study Abroad Programs, 13, 46-48
Summer courses, 19-20
Support services, 11-14
Teaching Evaluation, 25
Transfer credit, 19
Unauthorized collaboration, 30
Undergraduate 3/2 Engineering Program,
44
Withdraw with reason, 24
Writing Center, 13