

Message from the Dean of the College and the Dean of Students

Dear Clark Families,

We would like to take this opportunity to welcome you to the Clark community. This is undoubtedly an exciting time for you, and we look forward to working in partnership with you to help your daughter or son thrive here. This handbook will help familiarize you with Clark and the resources available to your student.

Your daughter or son is about to embark on one of the most dramatic transitions she or he will ever make in life. For many students, this will be their first time away from home. All of them will need to handle college-level academic work, make new friends, deal with finances, live in a community and respond to numerous other issues associated with building independent lives.

At Clark, we consider all of these components of college life as part of the educational experience. We don't divide your student's life here into academic and cocurricular zones. Rather, we are committed to meeting the needs of each student as a whole. We recognize that our students have their own histories, strengths and challenges. Our academic- and student-affairs staffs work together to help our students capitalize on those strengths and challenge themselves to grow. We also encourage our students to be forthcoming about their needs and to take advantage of the many support services we offer. These services are outlined in this handbook, and you should feel free to consult any of them yourself as well.

We hope the information on the pages that follow will give you a sense of how the Clark faculty, administration and staff work to sustain a challenging and supportive environment that allows each of our students to develop and succeed, intellectually and personally. We also hope this handbook will help clarify for you how we can work together to ensure that your daughter or son makes the most of the truly extraordinary learning opportunities and resources that Clark has to offer.

Again, congratulations and welcome to the Clark community. We look forward to getting to know your daughter or son, and you, over the next four years.

Sincerely,



Walter Wright
Dean of the College



Denise Darrigrand
Dean of Students

Introduction

GENERAL ADVICE FOR FAMILIES

Sending a daughter or son off to college is a major milestone, often accompanied by a variety of feelings, including pride, excitement, anxiety and trepidation.

Letting go is rarely easy, and it can be hard to adjust to having a student away at college. However, it is important to remember two things: (1) most students do make the adjustment to college life—and to life at Clark, in particular—quite successfully. And (2) one of the major aims of the college experience is for young people to develop the capacities of self-responsibility and independent action.

In the first few days and weeks, it is not uncommon for a student who encounters a challenge to turn to the major source of support she or he has always had, namely, you. You may get a phone call from your daughter or son complaining about a roommate who is “impossible to live with” or a course that has an “unreasonably heavy workload.” As parents, it is natural to want to fix the problem. If this happens, we recommend you take the following steps:

1. Talk about the situation with your daughter or son and explore possible solutions to the problem.
2. Ask if she or he has taken advantage of campus resources, such as a faculty adviser, resident adviser, or a staff member in the Dean of Students Office.
3. Look through the list of offices and services in this handbook to help your daughter or son identify the best place to look for help on campus.

Remember, though, that it is always best to allow your student to work through their issues rather than attempting to do it for them.

As the semester unfolds, there will be other stressful junctures for most students. They may feel especially anxious around midterm exams, the deadlines for and return of their first research papers, or the start of the reading period and final examinations. Figuring out how to handle these stresses on their own is a major developmental step for students and is essential to their growth. Helping them to deal with disappointments and frustrations themselves enables our students to mature in ways that will benefit them for the rest of their lives.

In general, the best way you can help your daughter or son adjust to college life is to offer your love, support, understanding and encouragement. It is also important to remind your student to get enough sleep, physical exercise and nourishment to be able to do his or her best work.

We are confident that, over the next several months and years, you, and we, will experience the gratification that comes from watching your daughters and sons demonstrate their continued capacity to learn and their growing ability to act independently—to make choices wisely, learn from their mistakes and accept increasingly higher levels of responsibility.

The next several weeks will go by quickly; so will the next four years. Try to relax—from time to time—and enjoy them.

An important note about communication and confidentiality

The federal government's Family Educational Rights and Privacy Act of 1974 (FERPA), more commonly known as the Buckley Amendment, is designed to protect the privacy of students and tightly restricts the dissemination of educational records without their consent. FERPA does, however, permit universities to disclose certain information without student consent to parents if they can demonstrate that their daughter or son is their dependent for tax purposes.

Each summer, in accordance with FERPA, Clark's Student Records Office e-mails to new students directions on how to fill out the FERPA form online using their CU Web account. The FERPA Parent Disclosure Form may be downloaded from www.clarku.edu/offices/src/ferpa/ferpapar.shtml and faxed to 508-793-7548. Although the preferred option is for the student to consent to disclosure, Clark University officials may, at their discretion, disclose academic and financial records to parents who submit a signed FERPA form as long as they are the parent who claims the student as a dependent for tax purposes. (If the student is not a dependent for tax purposes, the FERPA permission needs to come directly from the student.) In certain circumstances, Clark University may also disclose to parents, who claim the student as a dependent for tax purposes, other information concerning the student's cocurricular behavior. Please be advised that students do retain the right to appeal a decision to disclose the information described above, either by challenging a parental claim of dependency or by making a compelling case that disclosure to parents would be detrimental to the well-being of the student.

In addition to the requirements of FERPA, our relationship with our students is based on the assumption that they are in the process of becoming young adults and should be offered guidance, trust, respect and allowed to make mistakes, learning and growing from both successes and failures.

Parents who have been accustomed to receiving regular, detailed reports about their students from their elementary and secondary schools may find it difficult to adjust to not receiving such reports from their children's college. We encourage students to communicate directly and honestly with their parents. We also encourage you to ask your daughter or son directly about how things are going and to offer your support and understanding. In addition, we hope you will feel free to contact the offices listed in this handbook if you have questions about general policies, procedures or resources concerning your son's or daughter's education and well-being.

We also hope you will understand that, except in rare emergencies, we will seek a student's permission before discussing specific academic, social or personal matters involving them. We appreciate parents' concerns and take them very seriously. However, we also believe it is essential for our students to learn how to articulate their own concerns and to resolve problems directly with the appropriate individuals, using the many resources that are available at Clark.

Academics at Clark

Clark University's mission is to educate students to be imaginative and contributing citizens of the world and to advance the frontiers of knowledge and understanding through rigorous scholarship and creative effort.

The focus of Clark's academic program is a liberal education that emphasizes and integrates learning through inquiry, making a difference and experiencing diverse cultures. The intellectual and personal growth of students is enhanced by a wide variety of educational programs and cocurricular activities. Clark believes that intellectual growth must be accompanied by the development of values, the cultivation of responsible independence and the appreciation of a range of perspectives.

Clark's academic community has long been distinguished by the pursuit of scientific inquiry and humanistic studies, enlivened by a concern for significant social issues. Clark is dedicated to being a dynamic community of learners. The University maintains a national and international character, attracting high-caliber students and faculty from all quarters of the globe. As a university residing in an urban context, Clark also strives to address the needs and opportunities of contemporary urban life.

Clark's intimate academic setting and tradition of "elbow teaching"—the close working relationships between students and faculty—provide many opportunities for students to pursue knowledge through active participation. High expectations, as well as easy access to the scholar-teacher faculty, encourage students to become autonomous learners.

Student Life

While academics are at the heart of the Clark undergraduate experience, the University's commitment to broad-based liberal learning extends beyond the classroom. Participation in cocurricular activities is associated with positive academic performance and contributes to students' overall satisfaction with college. Here, students are encouraged to get involved in cocurricular activities to further their personal growth and development. Clark offers more than 80 different student organizations ranging from student government, the weekly newspaper, campus radio station, the Outdoor Club and Amnesty International to a capella groups, dance groups and film societies. Students are also encouraged to volunteer for community service such as mentoring or providing after-school tutoring to children in our Main South community.

Becoming involved with a student organization, athletic team or community-service group helps students connect with others who share common interests and learn from those interests that are different from their own—all part of the diverse learning experience at Clark. Connecting to the larger campus community also eases the transition to college. We remind students that their

course work must be their top priority. However, if they manage their time carefully they can take part in an enriching cocurricular life and excel academically.

The Academic Program

In recent years, leaders in education and business have become increasingly convinced that a liberal education is the best foundation for life-long learning. To meet the challenges of the 21st century, adapt to a rapidly changing world, assimilate new information and develop the capabilities of effective practice, students need to become skilled in critical thinking and writing skills, quantitative literacy, working in groups and addressing significant real-world problems. They also need broad knowledge of human cultures and the natural world, personal and social responsibility and the ability to integrate knowledge and skills.

The Clark framework combines our Program of Liberal Studies (described on page 7) with in-depth studies in a major, culminating with an integrative capstone course or project that demonstrates a student's achievement of our learning goals. Clark's distinctive approach to undergraduate education provides a structure and guidance for learning while giving students considerable freedom to choose specific courses and pursue fields according to their interests.

Graduation requirements

In order to graduate, a student must complete a total of 32 courses, with an overall grade-point average of at least a 2.0 (see section on grades on page 10).

Of the total courses required for graduation:

- No more than four can be D's;
- At least eight must be from the Program of Liberal Studies;
- From 12 to 19 must be from the major (depending on the specific major).

Selecting a major

Clark currently offers 32 majors, 29 minors and 9 interdisciplinary concentrations. Students have until the middle of the second semester of their sophomore year to declare their major. Students may also choose to pursue a minor or an interdisciplinary concentration to gain depth in an area of interest in addition to their major.

We encourage students to explore a variety of possible majors before choosing one. Many students discover they are fascinated by a field they never studied, or even knew existed, before they got to college. We are convinced that the most important consideration in selecting a major is for students to find a subject about which they are truly passionate. Faculty advisers offer guidance in choosing a major, and the staffs of the Academic Advising Center and Career

Services Office are also available to help students think through various options. While parents, understandably, hope their daughter or son will choose a major that will help them secure a good job upon graduation, employers regularly emphasize to us that they do not seek students trained in a particular area. Instead, they look for broadly educated individuals who can think critically, learn quickly and adapt to change. We encourage you to allow your daughter or son to decide on a major without feeling unduly pressured to pick something you believe will be “useful” or “practical.”

It is important to note that even the most competitive postbaccalaureate professional programs look very favorably upon applicants who have majored in a wide variety of disciplines. For example, in recent years, a Clark physics major was admitted to several of the most prestigious law schools in the United States and an English major was admitted to a number of fine medical schools (making sure to take the appropriate science courses as electives). Students are most successful doing what they love. This success is the key to a rich future. The major one chooses is often less important. So, while economics and management can be excellent majors, students majoring in quite different fields can graduate well-prepared to pursue a career in business or go on to graduate school in management.

PROGRAM OF LIBERAL STUDIES

The Program of Liberal Studies has two components:

- 1. CRITICAL-THINKING COURSES:** While every course in the University involves work in critical thinking, two types of courses place special emphasis on the cultivation of these skills. Students take one course in each of these areas:
VERBAL EXPRESSION: Verbal Expression courses emphasize the relationship between writing and critical thinking within a particular discipline.
FORMAL ANALYSIS: Formal Analysis courses include the use of a formal, symbolic language as appropriate for a specific discipline, rules of logic for that language, and the use of that language for modeling the subject matter of the discipline.
- 2. PERSPECTIVES COURSES:** Perspectives courses offer breadth and introduce students to the different ways in which various disciplines or fields define thinking, learning and knowing. Students must successfully complete one course in each of the following six perspectives categories, with each course taken in a different academic department:
AESTHETIC: Aesthetic Perspective courses emphasize artistic expression and the perception, analysis and evaluation of aesthetic form. These courses are designed to enhance students' appreciation and understanding of the arts.

GLOBAL COMPARATIVE: 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 a global or international context.

HISTORICAL: Historical Perspective courses develop students' capacity to understand the contemporary world in the larger framework of tradition and history. Courses focus on the problems of interpreting the past and can also deal with the relationship between past and present. All courses are broad in scope and introduce students to the ways scholars think critically about the past, present and future.

LANGUAGE AND CULTURE: Language and Culture Perspective courses foster the study of language as an expression of culture. Some students elect to complete this requirement by taking two semesters of American Sign Language. There are limited opportunities for students to complete this perspective with an English language course.

NATURAL SCIENTIFIC: Natural Scientific Perspective courses teach the principal methods and results of the study of the natural world. Courses focus on the knowledge and theoretical bases of science. They also include laboratories or similar components to introduce students to the observation of natural phenomena and the nature of scientific study.

VALUES: Values Perspective courses examine the moral dimension of human life as reflected in personal behavior, institutional structures and public policy in local and global communities. Courses taught from the values perspective focus not only on the systematic formulation and analysis of moral and ethical claims, but also on how moral decisions affect both the individual and society.

INTERNATIONAL STUDIES STREAM

Students have the option of fulfilling the requirements of the Program of Liberal Studies through the International Studies Stream, which prepares them to better understand the global dimensions of political, cultural and economic issues. Detailed information about this option has been sent to entering students.

FIRST-YEAR SEMINARS

First-Year Seminars are offered by a variety of academic departments as an option for new students each year. The seminars, which are limited to no more than 16 students, allow students to explore particular issues and subjects in depth in their first semester. The faculty member teaching the seminar serves as the faculty adviser for the students until they declare their majors in their sophomore year. The seminars encourage first-year students to engage in the kind of intense intellectual experience that other colleges often reserve for juniors and seniors.

A description of First-Year Seminars was sent electronically to entering students, inviting them to identify their preferences and to register for one seminar in June if they wished. Please note that due to the popularity of this program, enrollment in a particular seminar cannot be guaranteed.

ACCELERATED B.A./MASTER'S DEGREE PROGRAM

Clark offers several programs that allow students to complete the requirements for bachelor's and master's degrees in an accelerated five-year period. Students may obtain a master of arts (M.A.), master of business administration (M.B.A.), master of public administration (M.P.A.), master of science in finance (M.S.F.), or master of science in professional communication (M.S.P.C.) degree. Application is a two-step process. Students submit the Application to the Accelerated B.A./Master's Degree Program: Part 1 in their junior year, begin meeting requirements in their senior year and submit the Application to the Accelerated B.A./Master's Program: Part 2, and complete those requirements in the fifth year. Bachelor's degrees are granted en route to the master's degree.

For students meeting eligibility requirements, the fifth year is tuition free. To qualify, a student must be a full-time undergraduate for four years at Clark, meet bachelor's/master's course prerequisites set by the M.A. program, receive a Clark B.A. degree within five years and earn an overall 3.25 grade-point average during the second, third and fourth years.

Undergraduates who transfer to Clark are eligible for a 50 percent tuition fellowship during the fifth year of study. To qualify, a transfer student must begin full-time study at Clark no later than the end of the sophomore year, earn at least a 3.25 grade-point average for courses taken at Clark, maintain a 3.25 grade-point average during the fourth year and meet program course requirements.

The University has approved accelerated programs in biology, business management, chemistry, communications, community development and planning, education, environmental science and policy, finance, geographic information systems, history, international development, public administration, and physics. For up-to-date information and application procedures, visit the Web at www.clarku.edu/graduate and click on the Accelerated Degree link or contact the Academic Advising office at 508-793-7468.

Academic Policies and Regulations

COURSE LOAD

Undergraduates normally take four courses per semester. Full-time students must enroll in three or more courses per semester, and in some special circumstances students are advised to take only three courses. First-year students are not allowed to enroll in more than four courses per semester.

GRADES

Three grading options are in use at Clark.

- 1. GRADED COURSES:** This option uses the symbols A, B, C, D and F with the modifying symbols “+” and “-” for A, B and C, and “+” only for D. The lowest passing grade is D. The faculty has approved the following qualitative description of these grades:
 - A—indicates work of distinction, of exceptionally high quality
 - B—indicates good work, but not of distinction
 - C—indicates average work, satisfaction of University degree requirements
 - D—indicates marginal work
 - F—indicates unacceptable work
- 2. THE PASS/NO RECORD OPTION:** This option uses the symbols P and NR. P indicates work at a level of C- or better. Neither the P grade nor its credit is included in the calculation of the grade-point average. Performance below a C- results in a No Record (NR) grade. NRs do not appear on students’ transcripts. Students must choose this grade option during the first three weeks of the semester. There is no limit to the number of NR grades a student may receive. However, NR grades do not carry credit and may not be counted toward graduation or University requirements.

The Pass/No Record option is designed to help minimize the competitive aspects of grading for those who find competition detrimental to learning. However, students should bear in mind that the majority of graduate and professional schools have expressed a preference for graded transcripts and encourage applicants to have many graded courses. Preprofessional students and those for whom graduate school is a goal should exercise caution in selecting the Pass/No Record option. Students interested in attaining honors, such as Phi Beta Kappa, Dean’s List and Latin honors at graduation, also should exercise use of the option cautiously. Certain academic departments require that courses taken for the major must be taken for letter grade.
- 3. THE CREDIT/NO CREDIT OPTION:** This grading option is used for a limited number of courses whose instructors have proposed these alternative designations and have received approval from the Undergraduate Academic Board. All students in the course receive either a CR or NC. CR indicates work at a level of C- or better. The NC is treated like an F.

Grade-point average

Grade-point averages are calculated by the University to determine academic good standing, annual and January academic honors, Latin honors at graduation and eligibility for various honor societies. The grade-point average is calculated as the average of grades earned in all Clark University graded courses. Letter grades are converted to numerical values as follows:

A+ = 4.3	C+ = 2.3
A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	F = 0

Please note that in the first semester or first year of college, it is not uncommon for students who have been accustomed to getting all “A” and “B” grades throughout high school to find, much to their disappointment and chagrin, that their college grades are lower. The first round of midterm exams and/or graded papers in the fall semester can be an especially difficult time for many students. It can take a while for some students to adjust to the demands and expectations of college courses, but the vast majority improve their academic performance over time. It will be most helpful for you to convey your confidence in your student’s ability to do better and to encourage him or her to take full advantage of Clark’s resources—faculty and staff—to try to figure out what should be done in order to achieve greater success (see section on Resources and Services).

WITHDRAWAL (W) FROM COURSES

A student may withdraw from a course at any time during the first two weeks of classes without having a W recorded on his/her transcript. Students may withdraw from a class up until the end of the 10th week of classes, but any withdrawal after the second week of the semester will result in a W being recorded on the transcript. Students compelled to withdraw from a course due to exceptional circumstances (e.g., serious illness) may petition the College Board for a “Withdrawal with Reason” (WR) transcript notation for the course.

INCOMPLETES

A record of Incomplete may be permitted by approval of the College Board when illness or other unavoidable circumstance prevents completion of the course.

An Incomplete from the fall semester must be made up no later than the following April 1. If incurred in the spring semester, the Incomplete must be made up no later than the following Oct. 1. If a course is not completed within the specified time, the record of Incomplete is changed to F.

EXAMINATIONS

Final examinations are given at the end of most courses. There is a short reading period before exams begin, and then approximately one week is set aside for final examinations. An attempt is made to distribute examinations for individual students evenly throughout the exam week. Absence from a final examination, except for the most compelling reasons, may result in a failure for the course.

CLASS ATTENDANCE

There is no University-wide class attendance policy. However, many individual instructors do set attendance requirements for their courses, and all students are strongly advised to attend classes regularly.

UNIVERSITY HONORS

Each semester, the dean of the College notifies and congratulates students who have distinguished themselves through their outstanding academic performance in the preceding semester. Dean's List Honors are awarded to the top students in each class based on semester grade averages.

Upon graduation, Latin honors are awarded at three levels: *cum laude*, *magna cum laude* and *summa cum laude*. These general University honors are determined by criteria that include grades and percentage of courses taken on P/NR and a graded basis. Ordinarily, three-quarters of a student's record at Clark must be graded if he/she is to be eligible for general honors.

DEPARTMENTAL HONORS

Students may be admitted to a program leading to a bachelor's degree with honors in a particular major at the beginning of the junior year or, in some cases, at the beginning of the senior year. Students accepted into an honors program work with a faculty member who serves as their honors adviser and helps plan the honors research conducted during the junior and senior years. For honors to be awarded in some majors, students must also pass a comprehensive examination given by the department in the senior year.

Students should check with the major department to obtain guidelines for the specific requirements for honors before the end of the sophomore year (although in some departments, applications for honors may be made in the second half of the junior year). The department may recommend that a student graduate with honors, high honors or highest honors. That recommendation is made to the dean of the College at the completion of the honors program and is announced at graduation.

ACADEMIC STANDING, ACADEMIC PROBATION AND REQUIRED WITHDRAWALS

Academic standing is reviewed each semester and is based upon performance during the previous semester. All students are required to pass at least two courses each semester and to maintain a minimum 2.0 grade-point average. In order to remain in good academic standing:

- First-year students must complete at least five courses with a minimum 2.0 grade-point average by the conclusion of their first year.
- Sophomores, juniors and seniors must complete at least six courses with a minimum 2.0 grade-point average for the year.

Students who do not meet these requirements are placed on academic probation for the next semester. Their progress is reviewed by the College Board at the end of the semester on probation. Students on probation are expected to complete four courses with a 2.0 term and cumulative average or face a required withdrawal for the subsequent semester. A second required withdrawal requires the student to complete two courses at another institution with grades of C or higher prior to readmission to Clark. A third required withdrawal is final.

DISCRIMINATION AND HARASSMENT

It is the policy of Clark University that all students, faculty and staff should enjoy an environment free of discrimination and harassment and shall have equal opportunity in the education, employment and services of the University. This policy refers to, but is not limited to, harassment and/or discrimination in the following areas: age, race, color, national origin, religion, sex, sexual orientation, marital status, handicap and veteran status. Students who have concerns regarding harassment or discrimination are urged to bring them to the attention of the director of Human Resources/Affirmative Action (HR/AA). Students may choose to have issues involving student-to-student concerns addressed by members of the dean of Students' staff, who will consult with the director of HR/AA as appropriate.

Student Resources and Services

The following campus resources and services available to your daughter or son are listed alphabetically. Many of these offices also have information and resources available on the Clark Web site, www.clarku.edu

ACADEMIC ADVISING CENTER 508-793-7468
aac@clarku.edu

The academic advising center assigns faculty advisers to all new students. These advisers meet with their advisees periodically during their first semester and generally continue to advise them until they declare a major in their sophomore year. At this point a student is assigned to an adviser from the major department. Faculty advisers help students select courses, assess academic progress, clarify goals and develop career plans. They also provide information about academic policies and programs.

Academic advising staff are also available to provide students with general academic advice or to help them choose a major. Evaluation of transfer credit is handled through the center, as are petitions to the College Board.

Special services provided through the center include assistance for students with learning or physical disabilities and special needs, advising for students placed on academic probation, undergraduate advising on the Accelerated Master's program and assessment of the initial application to that program, and the coordination of scholarship and fellowship information for students with exceptional academic records.

ACADEMIC INTERNSHIP PROGRAM (Career Services) 508-793-7258
careers@clarku.edu

www.clarku.edu/offices/career/internships

Academic internships allow students to apply what they are studying in the classroom, earn academic credit and learn more about possible careers by working at a company or nonprofit organization. Academic components are supervised by a faculty member. Students must be in good academic standing, and their proposed internships must be approved through Career Services' application process before the add/drop deadline of the academic term. Students can also choose to engage in a non-academic (not-for-credit) internship. A full review of the internship process is available on the Career Services Web site.

ATHLETICS 508-793-7161
athletics@clarku.edu

www.clarku.edu/athletics

Clark's athletic program offers a wide selection of varsity, club, intramural, fitness and recreational opportunities for students. Clark's 17-team intercollegiate varsity athletic program is a member of the National Collegiate Athletic Association (NCAA), the Eastern Collegiate Athletic Conference (ECAC), the New England Women's and Men's Athletic Conference (NEWMAC) and the Pilgrim League (lacrosse). Men compete in baseball, basketball, cross country, lacrosse, rowing, soccer, swimming and diving, and tennis; women in basketball, cross country, field hockey, rowing, soccer, softball, swimming and diving, tennis and volleyball.

The intramural program offers the opportunity to participate in organized physical activities without the demands of varsity intercollegiate athletics and is open to all students, faculty and staff. Clark offers a variety of individually oriented wellness activities, which are voluntary; some may have a fee. Past classes have included pilates, step aerobics, yoga, Tai Chi, kickboxing and water aerobics. Students have access to the athletic facilities in the Kneller Athletic Center, which houses racquetball and squash courts, a power-weight room, a six-lane 25-yard swimming pool, and gymnasium with three full-size basketball courts, as well as the Bickman Fitness Center which includes stair machines, bikes, treadmills, ergometers and various strength and weight-lifting equipment.

Outdoor facilities include the Granger Athletic Fields, which are used for field hockey, baseball, lacrosse and soccer as well as intramural activities. The recently upgraded fields and the award-winning Corash tennis courts provide first-class competitive venues for the varsity programs while providing multi-purpose spaces for a variety of other programs and activities. The lighted facility includes a field hockey/baseball/lacrosse field constructed of synthetic sport turf and a natural grass soccer field.

The Dolan Field House serves as a support facility for fall and spring teams, complementing the new outdoor spaces. Space is available for intramural activities, club sports and other recreational and neighborhood programs. In addition, the field house provides indoor practice space, a training room, team locker rooms for the Clark teams and visiting general locker rooms.

Other athletic facilities include the softball team's O'Brien Field, the Donahue Rowing Center—home to men's and women's rowing—on Lake Quinsigamond and a cross-country course at Boylston's Hillside Park.

CAMPUS MINISTRIES AND RELIGIOUS ORGANIZATIONS

Members of the clergy and counselors provide spiritual guidance to students. They also support student religious organizations that sponsor discussions and other activities, which encourage the exchange of fellowship and ideas.

Organized religious and cultural groups on campus include the Newman Association (a Catholic students association, 508-793-7737), Hillel/Jewish Student Coalition (508-793-7296), Muslim Cultural Society, Worcester Collegiate Christian Network, Campus Christian Ministries and Unitarian Universalist.

CAREER SERVICES 508-793-7258
careers@clarku.edu

www.clarku.edu/career

Career Services provides programs such as the Clark Career Exploration Program (CCEP) to help students identify their academic major and set career goals. Beginning in students' first year, career counselors help students identify their academic interests, explore career paths, plan for graduate or professional school, find an internship and learn job-search strategies. Clark is one of the few schools in the area that promotes such a comprehensive career-planning program. Each year, job fairs and student/alumni events are planned to allow students to network and learn more about internships and post-graduate opportunities. Students also have access to an employment resource library, the Alumni Online Community, and Clark Recruiter, a premiere Web-based recruiting and job-search system.

COMMUNITY ENGAGEMENT AND VOLUNTEERING CENTER . . . 508-421-3785
www.clarku.edu/cev

The Community Engagement and Volunteering (CEV) Center is a place for students, faculty, and staff looking to get involved and make a difference in the Worcester community. Clark has a strong tradition of community involvement,

particularly in the Main South neighborhood where the campus is located. Among other activities, Clark students can tutor in after-school programs, volunteer at community gardens or get involved in local neighborhood organizing. The CEV Center coordinates an annual community engagement fair, works with community-based learning courses and advises service-related student groups. The CEV can help find an appropriate service placement through the comprehensive database of community agencies and volunteer needs.

COUNSELING SERVICES 508-793-7678
www.clarku.edu/offices/counseling

When calling Counseling Services, students will leave their voice mail message on mailbox 1. Their call will be returned within 48 hours.

Clark provides counseling services to undergraduates who need help resolving problems that interfere with personal or academic goals. Three full-time licensed mental-health professionals, as well as one or more clinical interns, are on staff. The center is open Monday through Friday from 9 a.m. to 5 p.m. during the school year from Aug. 15 to May 15. Services are not available during school vacations, including summer break.

Counseling services are confidential and information cannot be shared without the student's permission unless there is a concern that the student may harm herself/himself or others. Parents are welcome to call counselors to inquire about the service, as well as other mental-health resources in the Worcester area. If you are aware that your daughter or son will need support beyond short-term counseling, we recommend you explore and set up these mental-health services before she or he arrives on campus. Psychiatric services are NOT provided at Clark University Counseling Services. Students in need of medication and/or psychiatric care may be referred to providers in the community.

DEAN OF THE COLLEGE OFFICE 508-793-7671
dean@clarku.edu
www.clarku.edu/offices/academicaffairs/deanofcollege

The dean of the College develops and implements undergraduate academic programs and policies. The dean oversees curriculum and instruction, including academic support services, study-abroad programs, student-designed majors and teaching evaluations. The dean works closely with the Undergraduate Academic Board, a faculty committee that reviews proposals for new courses, majors, concentrations and academic requirements; and assesses existing programs and requirements. He also works closely with the associate dean of the College who leads the Advising Center, chairs the College Board, and conducts the Academic Good Standing Review. The dean coordinates honors convocation, commencement and most undergraduate student-award committees.

DEAN OF STUDENTS OFFICE 508-793-7423
www.clarku.edu/offices/dos

Staff in the Dean of Students Office manage the nonacademic services that help ensure the health and safety of the individuals who are living and learning at Clark University. This office coordinates services related to housing, residential life, intercultural affairs, international-student services, new-student orientation, health services, student leadership and programming, wellness, personal counseling and judicial affairs.

FINANCIAL ASSISTANCE 508-793-7478
finaid@clarku.edu
www.clarku.edu/admissions/financialaid

The Office of Financial Assistance provides guidance to all students who need help financing their Clark education. Each student has a financial aid counselor who is available to help apply for aid and discuss various financing options. Information regarding the necessary forms required to apply for aid, deadline dates for applying and the various types of assistance is available on our Clark University Web site. Additionally, information on the various family financing options such as payment plans and alternative loan options can be found at www.clarku.edu/admissions/financialaid. The Financial Assistance Office also coordinates student employment and can assist undergraduate students with finding a job on campus either as part of the Federal Work-Study Program, if the student is eligible, or through the Clark University Student Employment Program.

HEALTH SERVICES. 508-793-7467
Fax: 508-751-5947 www.clarku.edu/offices/health

Clark Health Services is at 501 Park Ave. The clinic is open Monday through Friday, 9 a.m. to 5 p.m. There are no services during the summer or school vacations. The clinic is staffed by physicians, nurse practitioners, nurses and secretarial staff. Students should call Health Services to schedule an appointment.

If an illness occurs when Health Services is closed, access to medical care is available through the Hahnemann Family Health Center. Your daughter/son should follow the steps below for after-hours care.

1. Call the Hahnemann Family Health Center's answering service at 508-334-8830 and identify yourself as a Clark University student.
2. Leave your name and telephone number with the answering service. The physician on call will return your call in approximately one hour.
3. When the physician calls, describe your problem. If the physician decides you need to be seen, arrangements will be made to see you at the Emergency Room at UMass Memorial Medical Center, Memorial Campus, 119 Belmont St., Worcester. Web: www.umassmemorial.org/ummhc

4. If you go to the Emergency Room, identify yourself as a Clark University student and give the name of the physician you spoke with at the Hahnemann Family Health Center.

INFORMATION TECHNOLOGY SERVICES. 508-793-7745

Help Desk, plaza level – Academic Commons

helpdesk@clarku.edu

www.clarku.edu/its

Information Technology Services (ITS) provides computing resources and support to the Clark community. Popular ITS services for students include:

- General purpose and specialized (digital media) computing labs;
- Discounted computer hardware (HP and Dell) and free/reduced-cost software (antivirus, Microsoft Office, etc.);
- Phone, walk-in and on-campus “house call” technical support for common computer issues;
- Wireless networking in public areas, classrooms, some residence halls and wired connections throughout campus, plus an option for a dedicated broadband subscription service in the residence halls;
- Computer accounts for accessing campus computers, e-mail, web space and network file storage;
- An online course management system and web-enabled administrative services (downloadable content for classes, checking grades, updating addresses, course registration).

Parents may be interested in Clark’s online campus community. Visit www.clarku.edu/intranet, which includes Clark’s electronic bulletin board/forums, announcement calendar and webcasts of campus events.

LEIR LUXEMBOURG PROGRAM

Established in 1985, the Henry J. Leir Luxembourg Program-Clark University (LLP-CU) was founded through the generosity of Dr. h.c. Henry J. Leir, a highly successful industrialist, humanist and philanthropist. LLP-CU’s mission is to continue Mr. Leir’s philanthropic work by expanding, deepening and improving relations between Clark University and the Grand Duchy of Luxembourg, the country that offered Mr. Leir refuge on the eve of World War II. LLP-CU offers a variety of programs aimed at different constituencies: the May Term Program in Luxembourg; Faculty Conferences; the Henry J. Leir Student Conference Participation Award; the Henry J. Leir Summer Research Scholarship; the Henry J. Leir Ph.D. Research Scholarship; the Henry J. Leir Dual M.A. Program; the Henry J. Leir Grade 11 Prize; and the Henry J. Leir Lectures.

LIBRARIES

www.clarku.edu/libraries

The University's main Robert Hutchings Goddard Library (508-793-7461, www.clarku.edu/research/library/) is a cutting-edge facility offering centralized academic and research support services for the entire campus community. The Academic Commons includes the University's main computer lab and late-night study rooms, the Mosakowski Institute for Public Enterprise and Jazzman's Café.

The Goddard Library includes more than 600,000 volumes, 300,000 monographs and subscriptions to 1,500 periodical titles. It provides access to more than 1,000 online journals and more than 70 subject-specific databases. Wireless Internet access is available throughout the building. The library is open 102 hours per week with an extended schedule at exam periods. Classes on research techniques and information skills are provided throughout the academic year. Individual research and reference assistance is provided personally and/or electronically. Each First-Year Seminar has a "personal librarian" available to acquaint FYS students with the University's library and information resources.

The Carlson Science Library (508-793-7712) is dedicated to the disciplines of biology, chemistry, math and physics. Internet access and subject-specific databases are provided. The Guy Burnham Map and Aerial Photography Library (508-793-7322) houses more than 200,000 maps and 7,500 aerial photographs as well as atlases, journals, globes, map reference materials and tourist information.

The Jeanne X. Kasperson Research Library (508-751-4630) has a specialized collection in the areas of environment, risks and hazards, development, energy and technology.

OFFICE OF INTERCULTURAL AFFAIRS 508-793-7362
intercultural@clarku.edu

www.clarku.edu/offices/oia

The Office of Intercultural Affairs (OIA) develops and implements educational and cocurricular 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 OIA staff advises approximately 700 international students, faculty, 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.

PRELAW ADVISING 508-793-7258 (Career Services)
careers@clarku.edu

www.clarku.edu/departments/prelaw

Coordinated by Career Services and the faculty members of the prelaw advisory committee, the prelaw advising program provides guidance to undergraduates

STUDY ABROAD PROGRAMS 508-793-7363

studyabroad@clarku.edu

www.clarku.edu/offices/studyabroad

Clark offers 31 semester- or year-long programs in Australia, Chile, China, Costa Rica, Czech Republic, Dominican Republic, England, France, Germany, Japan, Mexico, Namibia, the Netherlands, Scotland, Senegal, South Africa, Spain, Turkey, Turks & Caicos and Vietnam. Our programs range from internships to academic programs conducted by foreign universities, and from culturally intensive to major-oriented curricula. Clark also offers two internship programs in Washington D.C.

Students may also take a leave of absence to study abroad on pre-approved programs in locations where Clark has no program of its own. Students may earn up to a full year of credit through semester- or year-long study abroad. Students may also receive up to two units of transfer credit for pre-approved programs during summer.

UNIVERSITY POLICE 508-793-7575

www.clarku.edu/offices/police

The University Police Department, staffed by public-safety professionals, provides year-round 24-hour personal-safety and campus-security services. Clark's security program provides students with precautionary information and services to help ensure their safety and protect their property. A student escort service offers free transportation by van to locations on and near campus between 4 p.m. and 4 a.m. daily throughout the academic sessions. Portable electric engravers are available to students who would like to mark their valuables and give the department a list of the items marked. This service helps deter theft. University Police also offers Emergency Medical Squad Services 24/7 during the academic sessions.

WELLNESS OUTREACH 508-421-3724

www.clarku.edu/offices/dos/wellness

The Wellness Outreach Office helps students in make responsible, healthy choices as they navigate their academic and social lives and provides educational programming on a variety of health and wellness topics such as body image, sexual health, drug and alcohol use and stress management. This office also advises the SADD (Students Against Destructive Decisions) chapter on campus, and other groups related to health and wellness.

WRITING CENTER 508-793-7405

www.clarku.edu/departments/writingatclark

The Writing Center helps students improve their writing—from idea generation, organization and composition to final editing and proofreading. Free individual sessions with graduate-student writing consultants are available to all students, and Writing Center consultants can help with writing assignments for any course in any discipline. Many students also use the Writing Center for help with applications for fellowships, scholarships, graduate school and employment.

Special Events of Note

ORIENTATION (WEEK ONE)

New-student orientation, known as Week One, is designed to help students become acclimated to Clark and to facilitate their transition to college life. During the first week, students attend information sessions and panel discussions, take placement tests, and meet with faculty and peer advisers and residential life staff. They also attend social events and participate in other fun activities to help them get acquainted with their classmates and campus community. Presentations offered during that week introduce students to Clark's diverse array of academic programs and courses, cocurricular activities and community-service projects. On the first day of orientation, a special program to familiarize families with Clark will be held. We encourage you to attend.

FAMILY WEEKEND

www.clarku.edu/familyweekend

Family Weekend provides a wonderful opportunity for you to visit your daughter or son on campus, see how well they've settled into the Clark community, meet their new friends, see their room and share some new experiences. A variety of activities—academic, social and cultural—are planned for all members of the family, including siblings. Be sure to mark your calendar and join us on Sept. 25-27.

Travel, Lodging and Restaurants

DIRECTIONS TO CAMPUS

www.clarku.edu/admissions/visit

LODGING AND RESTAURANT INFORMATION

www.clarku.edu/discoverworchester/gettingaround

Important Telephone Numbers

All numbers listed below are in area code 508 and have the prefix 793, unless otherwise indicated.

ACADEMIC ADVISING CENTER	7468
faculty advising, services for students with special needs/physical or learning disabilities, academic probation counseling	
ACCOUNTING OFFICE	7564
billing, student accounts	
CAMPUS OPERATOR <i>main switchboard number</i>	7711
CAREER SERVICES	7258
career and graduate school resources, preprofessional advising for law, internships	
COUNSELING SERVICE	7678
short-term mental-health counseling	
DEAN OF THE COLLEGE	7671
overall curriculum development and academic services, honors convocation, commencement, student-award committees	
DEAN OF GRADUATE STUDIES	7676
graduate programs, Accelerated B.A./Master's Degree Program	
DEAN OF STUDENTS	7423
all nonacademic services, housing, residential life, intercultural services, international-student services, new-student services, new-student orientation, health and wellness, counseling services, student activities and judicial affairs	
FINANCIAL ASSISTANCE OFFICE	7478
financial aid, loans	
GODDARD LIBRARY	7461
library resources	
HEALTH SERVICES	7467
diagnosis, treatment, follow-up and counseling	
ITS (HELP DESK)	7704
computer hardware and software	
OFFICE OF INTERCULTURAL AFFAIRS	7362
immigration, employment, academics and student life, intercultural programming	
KNELLER ATHLETIC CENTER	7161
athletics, trainer services, sports schedules	
PRELAW ADVISING	7258
academics, majors, law-school resources	

PREMEDICAL, PREDENTAL, AND PREVETERINARY ADVISING	7119
academics, majors, resources	
PRESIDENT'S OFFICE	7320
REGISTRAR'S OFFICE	7426
student records, course registration	
RESIDENTIAL LIFE AND HOUSING OFFICE	7453
housing assignments, roommate assignments, activities in residence halls, resident advisers	
STUDENT LEADERSHIP AND PROGRAMMING	7549
student organizations	
STUDY ABROAD PROGRAM OFFICE	7363
international-study programs	
UNIVERSITY MARKETING AND COMMUNICATIONS	7441
media relations, Web site, publications, feedback on this handbook	
UNIVERSITY POLICE	7575
personal safety, campus security, escort service, engraving personal property	
WELLNESS OUTREACH	421-3724
health education programs, SADD, student organizations related to health and wellness	
WRITING CENTER	7405
writing skills, paper preparation, help with preparation of graduate school, scholarship and fellowship applications	

Academic Calendar 2009-2010

FALL 2009 SEMESTER

Aug. 31	First day of classes
Sept. 7	Labor Day - no classes
Sept. 25-27	Family Weekend
Oct. 12-13	Fall Break - no classes
Nov. 25-27	Thanksgiving Recess
Dec. 14	Last day of classes
Dec. 15-18	Final Exams
Dec. 19	Exam make-up day

SPRING 2010 SEMESTER

Jan. 18	Martin Luther King Day - no classes
Jan. 19	First day of classes
March 8-12	Spring break
May 3	Last day of classes
May 6-7, 10-11	Final Exams
May 23	Commencement

Visit: www.clarku.edu/offices/registrar/calendar/calendar09-10