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Graduate School Office Staff Directory (Academic year 2010-2011)

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GRADUATE EDUCATION

The Mission of the University - Clark University's mission is to educate undergraduate and graduate 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 University seeks to prepare students to meet the challenges of a complex and rapidly changing society. In students as well as faculty, Clark fosters a commitment to excellence in studying traditional academic disciplines, as well as innovation in exploring questions that cross disciplinary boundaries. The free pursuit of inquiry and the free exchange of ideas are central to that commitment.

The focus of Clark's academic program is a liberal arts education enriched by interactions among undergraduate students, graduate students, and faculty, and closely linked to a select number of professional programs. Clark also serves students who wish to continue formal education throughout their lives.

The intellectual and personal growth of students is enhanced by a wide variety of educational programs and extracurricular 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. Among many other scholarly endeavors, Clark contributes to understanding human development, assessing relationships between people and the environment, and managing risk in a technological society.

Clark is dedicated to being a dynamic community of learners able to thrive in today's increasingly interrelated societies. 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.

The Graduate Board - Graduate Board is a committee of shared responsibility with the Administration and graduate students, but derives its authority from the Faculty Assembly (held once a month with all university faculty) and reports to it either directly or through the Faculty Steering Committee.

The Board meets at least monthly during the academic year and is responsible for:

- Ensuring the quality of all graduate education at Clark, including the establishment of minimum standards for acceptance into graduate school;
- Continuing program review, and approval of any new program;
- Advising the Dean on the implementation of funding priorities adopted by the Faculty;
- Course and curriculum approval upon Departmental recommendations;
- Advising the President on appointments to the position of Dean of Graduate Studies.

The Graduate Board is composed of four faculty members from existing graduate departments and programs nominated by the Faculty Executive Steering Committee, one faculty member from a non-graduate program, the Dean of Graduate Studies and Research and two graduate student members selected annually by the Graduate Student Council.

Graduate School Policies & Procedures

Admissions

Application for Admission - www.clarku.edu/graduate

All graduate admissions are handled by the graduate departments and programs, and all inquiries and applications for admission should be directed to them. Applications are available online or by calling the appropriate department.

The department or program decides, after review of the applicant's credentials, whether to recommend admission. Departmental recommendations for admission and special appointment (see below) are made to the Dean of Graduate Studies to whom all official papers are forwarded. The dean approves admission and signs the official notice of appointment before the applicant is informed of an admissions decision. The department then sends the official notice of appointment and other materials to the applicant.

Standards and Conditions Governing Admission to the Graduate School

Graduate departments and programs have primary responsibility for admissions standards, but these must exceed the minimum criteria detailed below.

For admission as a graduate student, an applicant must have official transcript(s) sent directly to the department (transcripts sent by the applicant are not acceptable). The applicant is responsible for requesting that at least three letters of recommendation from persons able to evaluate the candidate's academic achievements be submitted to the department. Graduate Record Examination (GRE) score or other test is a matter of departmental discretion.

Normally, an applicant must have a bachelor's degree, but the Dean, on the recommendation of the department, may accept the equivalent in experience or international university certification. Offers of admission to the Graduate School are valid for a specified semester only and lapse after that period, unless extended by the dean on the recommendation of the department or program.

If a student is admitted while still a candidate for a degree from another institution, an updated transcript noting the conferring of that degree must be sent to the Dean. Admission is conditional on completion of the previous degree. Students may not register until the updated transcript is received.

Part-time study towards a graduate degree is possible in some departments. (Consult individual departments for guidelines.)

Student Credentials - Student credentials are placed on file in the Registrar's Office after registration, and a copy is placed on file in the department. If an applicant

declines an appointment or is not accepted to the University, the application materials are kept on file in the department for a period of four years and then shredded. Admitted student files stay on file until they graduate and are then transferred to the University Archives. Departments are responsible for regularly updating their graduate student files, and for providing a record of progress to the Dean upon request.

Types of Appointments - The following categories are used for all graduate student appointments.

- *Graduate Student* – a minimum requirement for admission into a Clark Master’s program is a C+ average (2.30 GPA) during the final two years of undergraduate study or a ranking in the upper half of a class; for Ph.D. programs, a minimal ranking in the upper third of a class. The Dean of Graduate Studies, on the recommendation of the department, may waive these minimum requirements in cases where there is other evidence of preparedness for graduate study, such as improved achievement, especially in the junior or senior years, high grades in the applicant’s field, high GRE scores, or relevant work experience.
- *Provisional Graduate Student* – a student who does not meet the standards for regular admission, but who is admitted on trial for a period not exceeding one year. A student who does well may, upon departmental recommendation, be admitted as a Graduate Student with credit for work satisfactorily completed while a Provisional Graduate Student.
- *Special Graduate Student* - a student who has earned an undergraduate degree and is enrolled in graduate-level course(s) but is not in a degree program. Such students fill out a Special (Non-Matriculating) Student Registration Form (available at the Registrar’s Office); obtain instructor(s) signature(s), and make payment at the University Cashier’s Office.

Proficiency Requirements - Each graduate department sets its own proficiency requirements (in language, mathematics, computer science, or other appropriate subjects), but must report such requirements to the Dean of Graduate Studies and shall list them in the University catalog and in their own graduate regulations. Departments are responsible for their own standards, testing procedures, and pass/fail decisions.

Language Proficiency Requirements - All applicants for whom English is not their first language must show evidence of proficiency in English equivalent to a minimum TOEFL score of 577 (90-91 on the Internet-based test or 233 on the computer-based test) or IELTS score of at least 6.5 although 7.0 is the preferred score. Individual departments may require higher scores.

Stipends and Special Appointments

Teaching Assistants

Full-time resident Ph.D. graduate students and some master’s students may be appointed as a half- or full-time teaching assistant by the Dean. A full-time teaching assistant is expected to spend no more than **17.5 hours/week** on teaching or other activities approved by the department, and at least 17.5 hours a week will also be spent

on study toward the degree. Full-time teaching assistants take a maximum of three courses per semester. Programs requiring students to take more than a three course maximum must petition the Graduate Board through the Dean of Graduate Studies and Research.

Teaching assistants are not permitted to take other forms of University employment during the semester except with the written permission of their departments for specific tasks and for a specific, limited period. Such employment must be temporary, of no more than a few hours a week, and directly related to the student's program of studies and future career.

*A teaching assistantship is awarded independently of any tuition remission. No person may be funded as a teaching assistant for more than **five** years. Students who are teaching to fulfill a departmental degree requirement are eligible for, but not guaranteed, an assistantship for that period.*

Teaching assistantships are awarded on a semester-by-semester basis by each department. **Nonresident students are not eligible for teaching assistantships** (*see Page 8). Continuation or renewal of teaching assistantships is contingent on satisfactory academic performance and teaching. Every semester, students in each course will have an opportunity to provide an anonymous, written evaluation of the teaching assistant for their course. The University has a procedure in place to provide this information to teaching assistants while preserving the confidentiality of the students filling out the evaluation.

The faculty member responsible for the course shall also provide a written evaluation of each teaching assistant. Teaching assistants assigned nonteaching duties shall be evaluated by the department each semester in some appropriate manner.

Research Assistants - Departments may appoint full-time graduate students as research assistants. Research assistants are paid from grant or special endowed funds and carry out research or other appropriate scholarly activity towards the degree. Research assistants are reappointed each semester, subject to availability of funds and satisfactory progress towards the degree. Stipends are set at the discretion of the funding source and the department or program, but shall not be less than teaching assistant stipends for that department. Research assistants may continue their studies at any appropriate off-campus site, including other institutions, and are eligible to receive a stipend during this time, provided they are engaged in full-time study.

Scholarships/Fellowships

Unless otherwise specified, scholarships and fellowships cover tuition remission only; cash awards are separately indicated when applicable.

Tuition Remission/Scholarships

The Dean of Graduate Studies, on the recommendation of the department, may offer full or partial tuition remission (or scholarship) for a limited time (normally two years for Master's students and four years for Ph.D. students). Continuation of tuition remission beyond this period is subject to satisfactory progress and is granted annually on an individual basis by the Dean on the recommendation of the department. For new applicants, a minimum GPA of 2.70 (B-) is required for tuition remission.

Communication/Email

All graduate students, both resident and nonresident, have Clark email accounts. All official email communication from the University is sent to students' Clark email on a regular basis. To activate your account, go to www.clarku.edu/activate. If you experience difficulty, please notify the Help Desk (508-793-7704) or email helpdesk@clarku.edu.

Immunization Requirements

Massachusetts State Law requires all full-time students who enroll in a Massachusetts public or private college or university to be immunized against Hepatitis B, Tetanus-Diphtheria, Measles, Mumps, and Rubella and be tested for Tuberculosis. Graduate students who will be living in campus-owned housing must be educated about the risks of Meningitis and must either receive a vaccine or submit a signed waiver along with immunization information.

The following immunizations/tests are required. The month, day and year must be indicated on the immunization form:

1. T.D. or Td (Tetanus-Diphtheria) vaccine within the last ten years (**one dose**).
2. M.M.R. (Measles, Mumps, Rubella) – **Two doses** with exact dates are required. All doses must have been given on or after a student's first birthday in order to be acceptable. Doses given prior to the first birthday are not acceptable.

Positive Measles, Mumps, and Rubella titer results are acceptable
– please be sure doctor gives levels. Diagnosis of disease is NOT acceptable. Doctor must provide levels.

3. Hepatitis B – Three doses with exact dates are required. Second dose must be given no sooner than one month after the first. The third dose cannot be administered for six months from the date of the second dose. A positive titer result is acceptable, doctor must provide levels.
4. Meningitis – **One dose** of vaccine or signed waiver if student, after reviewing information, signs a waiver declining the vaccine. This is a requirement of graduate students living in Clark-owned housing only.
5. Tuberculin Skin Test (PPD): All students with no prior history of positive PPD should must complete and submit the Tuberculosis Risk Questionnaire and if at high risk must have a Mantoux Tuberculin Skin Test within 12 months prior to their arrival on campus.

--A chest x-ray is required if skin test is **positive** or if student has a prior history of positive PPD. Results should be sent with immunization record forms. (Do not send actual x-rays).
--Students who receive PPD vaccines in their country of origin **are not** exempt from the PPD test.

Students who have not fulfilled the state-mandated health immunization requirements after 30 days from the start of classes will not be permitted to attend classes. Immunization record forms are emailed to accepted students by their department beginning in March/April for the fall semester and in September/October for the spring semester. Forms must be completed and signed by a physician or other health care provider and returned to the department no later than August 1 (fall deadline) and December 15 (spring deadline). (Students may also submit a school or a military immunization record by attaching a copy to the Clark form.)

Health Services and the Graduate School will evaluate immunization records of any **undergraduate students returning to Clark as a graduate students**. These students will be required to submit a new TB Risk Questionnaire and if living in University-owned property provide evidence of receiving a new Meningitis vaccine (if previous vaccine was given more than 5 years earlier) or submit a signed waiver to the Graduate School Office. They will also be required to receive a Tetanus-Diphtheria (Td) booster if their immunization records indicate ten or more years have passed since receiving a previous vaccine

Student Health Insurance

Information on available health plans and premiums for the year is sent out to Graduate Students from Graduate School through their department assistants in late May to early June via students' Clark email account only. Students must either enroll in Clark's plan or show proof of acceptable health insurance coverage (fill out waiver) by July 25 every year that they are a full-time graduate students. For further information about Clark University Student Health Insurance Plan go to www.clarku.edu/health.

Student Status

Graduate students must have either resident or nonresident status until completion of all degree requirements. This status is decided on a semester-by-semester basis after consultation between the student and the department chair or her/his designee. Students who do not register for classes or as nonresidents (except for students granted a leave of absence) by the end of each semester's add/drop period may be withdrawn from the University and must reapply to the Dean of Graduate Students for reinstatement.

- **Resident Students**

Resident status is for students who are registered for one or more courses at Clark during a semester, including directed study courses, required to complete their degree programs.

- **Nonresident Students**

Nonresident status is for students who have completed all of their required course work but must still fulfill a graduation-related requirement (e.g., thesis, fieldwork). Thus, it is unlikely that nonresident students will register for courses again, although this is possible with the approval of the student's advisor and the Dean of Graduate Studies. A student must apply for nonresident status through his/her department.

Although students with non-resident status are not eligible to participate in or register for regular classes, **they must register each semester** as a non-resident student and

pay the required \$200 non-resident fee. The Registrar emails information to all non-residents via their Clark email accounts each semester with information regarding registration. Students who fail to register and pay the fee will be withdrawn from the University and must request to be readmitted with the permission of their department head and the Dean of Graduate Studies and after paying past semester fees.

All full time non-residents may defer their federal loans and must carry health insurance that meets the Massachusetts state law requirements. Note that part-time nonresident students are not eligible for loan deferments. Non-resident status is limited to three years. Students must request additional time from the Dean of Graduate Studies and if permitted to continue must pay a fee of **\$400** per semester for each additional semester needed to complete degree requirements.

Enrollment Status Options

Clark uses the **unit system** to determine course credit, whereby one unit equals four credit hours. Although most courses are worth one unit of credit, some courses (e.g., directed study) may be taken for variable credit. A limited number of half- or quarter-unit courses are also offered. Thus, a student may be registered for three units of credit but for only two courses (e.g., one directed study course worth two units and one regularly scheduled course worth one unit).

Because of legal requirements governing visas and loan repayment, and because of University policies governing health insurance and awarding of TAs, a student may need to be registered full-time. The normal full-time program is determined by the department or program, and is usually three or four units per semester. Full-time status is three or more units.

The enrollment status of a resident student is determined by the number of units for which s/he enrolls:

Status	Number of Units
Full-time	3 or more
Half-time	2
Part-time	1

Note: Part-time resident students are not eligible for deferment of state or federal loans. Only full-time students in residence will be awarded Teaching Assistantships.

Nonresident graduate student status as full-time, half-time, or part-time is based on the amount of time the student is devoting to the completion of degree requirements each week and is determined by the following criteria:

Status	Time working on degree activities
Full-time	at least 30 hours/week
Half-time	20-29 hours/ week
Part-time	less than 20 hours/week

****Special note about international students:**

Immigration regulations mandate that all international students who hold F-1 or J-1 visa status must be enrolled **full-time** every fall and spring semester until degree

completion or until they leave the United States. Exceptions to this rule may be granted in extenuating circumstances by the Director of the Office of Intercultural Affairs on an individual basis.

Special Programs

Accelerated BA/Master's Degree Program with the fifth year tuition free

Qualified Clark undergraduates may earn a master's degree in select programs with a full-tuition scholarship. They are considered graduate students upon completion of their undergraduate degree and are held to the same code of conduct as all other graduate students. Information is available on the university website at <http://www.clarku.edu/graduate/prospective/fifthyear> or by calling the Academic Advising at 508-793-7468.

Enrollment

Registration

Both resident and nonresident students register online using their Clark accounts in November for the following spring semester and in April for the following fall semester (new students register for the fall semester several days before classes begin and are billed upon registration). Specific dates and times are announced and instructions provided by the Registrar via email a few weeks before the registration period begins. Billing takes place in late June for the fall semester and in late November for the spring semester. New students are billed upon registration in late-August.

Students may also continue to register online for classes during the add/drop period at the beginning of each semester. Full-time resident graduate students may register during the add/drop period to audit one undergraduate course each fall and/or spring semester (with instructor's permission) at no additional charge. If registration is not completed by the end of the add/drop period, a \$100.00 late registration fee is charged to the student's account. (See Adding/Withdrawing from Courses below).

Students who do not register for classes or as nonresidents (except for students granted a leave of absence) by the end of each semester's add/drop period may be withdrawn from the University and must reapply to the Dean of Graduate Students for reinstatement.

Directed Study

In addition to regularly scheduled courses, resident graduate students may register for directed study courses. Students should consult with their faculty advisor in deciding the number of units (1.00 to 3.00) to be assigned to a directed study course, generally based on the amount of time spent on the activity. Students engaging in directed study courses should complete a specified scope of work, preferably detailed in writing along with any other expected outcomes, and should meet regularly with their faculty supervisors. Directed study courses are graded the same as regularly scheduled courses.

Adding/Withdrawing from Courses

Students who wish to add or withdraw from a course after the add/drop period at the beginning of the semester has ended must fill out a [Course Selection and Add/Drop Form](#) and submit it to Student Records after obtaining the signature of the instructor.

Courses for Graduate Credit

Students must register for graduate-level courses to receive graduate credit and to count toward graduate degree requirements. The Graduate School courses will be 300-level, GSOM and other graduate units have other numbers to denote graduate-level courses.

Auditing Courses

Full-time resident graduate students (that is, registered for at least 3 units of credit) may audit one undergraduate-level course each fall and/or spring semester. At the beginning of the semester, use a Course Selection and Add/Drop form to list the CRN, the department, and the course number. Write "audit" in the Section column and obtain the faculty member's signature in the Permission column. Bring the signed form to the Registrar's Office before the end of the add/drop period. There is no fee assessed for course auditing.

The Grading System - All courses appear on a student's transcript with grades assigned either by the course instructor or by the Registrar's Office.

- Letter grades: Valid letter grades are A+, A, A-, B+, B, B-, C+, C, C-. The faculty has determined that the grade of "A" indicates work of distinction (exceptional quality), and the grade of "B" indicates good work, but not of distinction. Only grades of B- or better are passing grades in the Graduate School. While grades of C+, C, and C- are recorded as is, they are not accepted for academic credit toward a graduate degree.
- P/F (Pass/Fail; P=B- or better): May be used in lieu of letter grades at the instructor's discretion. This option should be uniform for all graduate students in that course. NOTE: Courses taken by graduate students outside their home school may not be taken on a P/F basis and will be assigned letter grades.
- IN (incomplete): Instructors may assign incomplete grades to graduate students at their discretion. Incompletes that remain unchanged after the end of the following semester are converted to F grades by the Registrar's Office.
- IP (In progress): Instructors may enter In Progress (IP) grades only for master's thesis or dissertation courses.
- W (Withdrew): The grade of W is recorded by the Registrar's Office upon receipt of a Course Withdrawal Form from the student or approval from the Dean of the Graduate School.
- WR (Withdrew with Reason): The grade of WR is recorded by the Registrar's Office upon approval from the Dean of the Graduate School.

- AU (Audit): If a student auditing a course has not participated to the instructor's satisfaction in either class attendance or assignments, the instructor informs the Registrar's Office **and the student's registration in the course is cancelled.**

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 Graduate Studies after a review by the department chair. The decision of the dean will be the final action taken.

Academic Good Standing - Subject to regulations regarding minimum levels of achievement set by the Graduate Board, departments determine their own regulations for good standing. Failure of two graduate courses will, in all cases, result in required withdrawal from the graduate program. Students who do not maintain academic good standing are required to withdraw from the graduate program. Departments determine their own minimum standards for number of courses passed, grade point averages, timely passing of preliminary or qualifying examinations, written theses or dissertations, and oral defenses. It is the department's responsibility to act as judge of standards of performance. Departments shall develop regulations for the number of times a student may attempt the various qualifying examinations, but this shall not normally exceed two attempts. Failure to achieve satisfactory progress will result in required withdrawal from the program. Appeals against the department's decision should be addressed to the Dean of Graduate Studies, clearly stating the grounds for appeal. The Dean may choose to convene a subcommittee of the Graduate Board to consider the appeal. Minimum standards for retention of graduate appointments (i.e. Scholar, Teaching Assistant and Research Assistant) are set by the individual departments with the approval of the Dean of Graduate Studies.

Leaves of Absence - Students who wish to take a leave of absence from the University for any reason should request permission, in writing, from the department. Students taking voluntary leaves of absence are still considered degree students who will automatically resume their studies after a short time away from school. Leaves of absence may be granted by the Dean of Graduate Studies on the recommendation of the department for a designated period, not normally exceeding one year. For special reasons, leaves of absence may be extended beyond one year by the Dean of Graduate Studies on the recommendation of the department. Students on leave of absence are not eligible for loan deferment or any Clark benefits. Students who do not come back and do not contact the University after one year are withdrawn from the University and must apply for re-admission.

Note: International graduate students seeking a leave of absence must contact the **Office of Intercultural Affairs**, Dana Commons, first floor (508-793-7362) in addition to their department chair before contacting the Dean of Graduate Studies.

Withdrawal from the University

Voluntary withdrawal: Students who voluntarily withdraw from the University should notify the chair of the department, in writing, of their decision to discontinue their graduate studies. Refunds of tuition (if appropriate) will be made based on the University's refund policy according to the date of the receipt of the withdrawal notice. Students who voluntarily withdraw from the University are eligible for reinstatement.

Note: International graduate students who voluntarily withdraw from the University must contact Office of Intercultural Affairs in addition to their department chair before contacting the Dean of Graduate Students.

Required withdrawal: Students may be required to withdraw from the University due to failure to maintain satisfactory academic progress, for financial reasons, or for failure to adhere to University rules and regulations. Students who are required to withdraw from the University may not be eligible for reinstatement and in some cases may not be eligible for a refund.

Transfer of Credit

A maximum of **two** full units (8 credit hours) of graduate course work at another institution may be approved by the Dean of Graduate Studies on the recommendation of the department for candidates in a Master's program.

- Students must request that an official transcript be sent to the graduate program at Clark for evaluation.
- After evaluation, the transcript will be sent to the Registrar's Office and the coursework (if approved) will be posted to the student's Clark transcript. Grades for course work completed at another institution are NOT posted on the student's Clark transcript or calculated into a student's Clark GPA.

Graduate Exchange

Graduate School of Management

(GSOM) Courses for Graduate Credit

Graduate programs administered through the GSOM are subject to approval and review by the Graduate Board and the Dean of Graduate Studies. Graduate-level courses taught through GSOM are approved by the department. Department chairs must approve all GSOM courses to be used for credit in the Graduate School before a student registers for the course. Chairs of graduate departments must gain approval of the Dean of Graduate Studies before a graduate student registers for any GSOM course. GSOM courses are not eligible for tuition remission without prior approval from the Dean of Graduate Studies.

College of Professional and Continuing Education (COPACE)

Courses for Graduate Credit

Graduate programs administered through COPACE are subject to approval and review by the Graduate Board and the Dean of Graduate Studies. Graduate-level courses taught through COPACE must be approved by the COPACE Curriculum Committee. Department chairs must approve all COPACE courses to be used for credit in the Graduate School before a student registers for the course. Chairs of graduate departments must gain approval of the Dean of Graduate Studies before a graduate student registers for any COPACE course. COPACE courses are not eligible for tuition remission without prior approval from the Dean of Graduate Studies.

Teaching Experience Requirement - Departments may require teaching experience as a requirement for the Master's or Ph.D. degree. Departments shall list such requirements in the University catalog and in their own graduate regulations.

Fees

Nonresident fee

Nonresident students must register each semester and pay a fee of \$200 per semester to remain in good academic standing. After three years of nonresident status. If degree requirements have not been completed by **September 15 or February 1**, students are required to register and pay the nonresident fee for that semester. Nonresident status is limited to three years. Students must request additional time from the Dean of Graduate Studies and if permitted to continue must pay a fee of **\$400** per semester for each additional semester needed to complete degree requirements.

Health Insurance

The Commonwealth of Massachusetts mandates that each public or independent institution of higher education in Massachusetts require all full-time and qualifying part-time students enrolled in the institution to participate in a student health insurance program or in a health insurance program with comparable coverage. Graduate students who hold a J visa must have health insurance, which meets a minimum coverage and maximum deductible as established by the US Information Agency. The University makes available health insurance through an outside agency. A brochure describing this plan is published annually posted on the university's website www.clarku.edu/health click on University Health Plans link. Graduate students must either enroll in the plan or waive the health insurance at the online site by July 25 to avoid unwanted charges.

Graduate Student Activity Fee

Each graduate student is assessed a \$15.00 activity fee at the beginning of fall and spring semesters. The fee is used to fund Graduate Student Council projects that benefit the graduate community at Clark. The fee is mandatory for full-time graduate students and optional for part-time and nonresident students.

Graduation Fee

The University has established a comprehensive graduation fee (\$100 for master's degree candidates and \$150 for doctoral degree candidates) to cover such costs as thesis format advising and library expenses, master's or doctoral hood, copying, etc. This fee must be paid even by students in alternative (non-thesis) programs.

Graduation Fee forms may be obtained online by visiting the formatting website www.clarku.edu/graduate.cfm. Because information from this form is used in preparation of diplomas, students should file this form and pay the appropriate fee no later than the beginning of their final semester in the program. Forms are filed with and payment made at the University Cashier's Office.

Late Registration Fee

Students who fail to complete their registration by the end of the add/drop period will be charged a late fee of \$75.00.

Graduation Requirements

Master's Degree

Each student must complete all required courses as determined by the department in their program of study. Students must complete at least eight semester courses. A maximum of two units from another institution may be approved by the Dean of Graduate Studies on the recommendation of the department. Courses taught at

another institution in the Worcester Consortium for Higher Education may be included as Clark courses when the program has an ongoing relationship with that institution. Such courses must be approved by the department and the Dean of Graduate Studies if they are to be used for credit in the Graduate School. The minimum grade point average required for graduation from the University for both master's and doctoral candidates is 3.00.

Ph.D. Degree

Each student must complete all required courses as determined by the department in their program of study. Students must complete at least eight semester courses. A maximum of two units from another institution may be approved by the Dean of Graduate Studies on the recommendation of the department. Courses taught at another institution in the Worcester Consortium for Higher Education may be included as Clark courses when the program has an ongoing relationship with that institution. Such courses must be approved by the department and the Dean of Graduate Studies if they are to be used for credit in the Graduate School.

The University's minimum requirement is one year of full-time study (six units of coursework) beyond the Master's. Individual departments may have higher requirements. The minimum grade point average required for graduation from the University for both master's and doctoral candidates is 3.00.

Dissertations and Theses

The Graduate School Office issues information on the format of dissertations and theses. An original copy signed by the student's chief instructor must be deposited with the Graduate School Office before the degree is awarded. A department may require a student to submit one or two copies of a dissertation. Clark participates in the University Microfilms plan for microfilming dissertations and publishing abstracts. The Graduate School Office and the department are responsible for checking dissertations and theses to ensure that they comply with the stated University regulations. Formatting guides are available online www.clarku.edu/graduate.cfm.

A student who completes all degree requirements and deposits the thesis or dissertation with the Graduate School office is no longer charged tuition or nonresident fees, and is no longer eligible for any graduate fellowship or graduate stipend. Any student loans will go into repayment. However, a student may, at the department's discretion, complete teaching or other required duties for the remainder of the semester and continue receiving a stipend associated with such duties for an additional period not exceeding six weeks. Dissertations must be submitted to the Graduate School Office within one year of the defense.

Other Requirements for Graduate Degrees

Requirements for graduate degrees are listed in the University's catalog and are determined by the departments subject to University regulations governing minimum requirements.

Graduation

Master's and Ph.D. degrees are awarded (or conferred) at meetings of the Board of Trustees in October, December, February, and at Commencement in May. All students who are awarded their degrees at one of the four Trustee's meetings are invited to participate in the Commencement ceremony in May. The Dean of Graduate Studies

presents diplomas to masters candidates from a list prepared by the Registrar; department chairs present diplomas to their respective doctoral candidates.

Theses and dissertations must be submitted to the Graduate School Office one month before the meeting at which the degree is to be conferred. **Deadline dates are listed at the formatting link of the Graduate School website www.clarku.edu/graduate.cfm.**

The Family Educational Rights and Privacy Act

Students at Clark are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). A description of the Act and Clark's FERPA policy can be obtained online at www.clarku.edu/offices/src/ferpag.shtml.

Graduate Student Council

The goal of the [Graduate Student Council](#) (GSC) is to enhance the professional and personal lives of all graduate students at Clark University. The GSC provides graduate student representation on university-wide committees e.g., the Academic Affairs and Student Affairs Committees of the Board of Trustees, the Graduate Board and the Faculty Steering Committee, that make decisions affecting graduate students; promotes an active and interactive graduate student community; and functions as a unified voice for graduate student concerns at Clark. Within the GSC subcommittees deal with specific graduate student concerns.

The GSC is committed to the professional enrichment of graduate students at Clark. To this end, it organizes workshops on teaching, career development and information technology as well as a Graduate Multidisciplinary Research Conference held every 1-2 years.

GradNet is the newsletter of the GSC, sent to all graduate students several times per year. It announces GSC-sponsored events and provides updates on issues that GSC committees are working on. It can also be used to advertise apartments, search for roommates, and other student-related purposes. Students are automatically subscribed to GradNet, a biweekly newsletter sent out to graduate students via their Clark email account.

The day-to-day activities of the GSC are managed by five elected officers: two co-presidents, a treasurer, a secretary and a communications officer. Additionally, each department or program in the Graduate School selects two representatives to the GSC. The GSC meets roughly bi-monthly at the Graduate House to discuss issues affecting the graduate community. Students in the Graduate School are encouraged to attend all GSC meetings and sponsored events.

If you are interested in serving on the GSC, speak with one of the council coordinators (gsc@clarku.edu) or your department's representative.

Graduate Student Life

College of Professional and Continuing Education (COPACE)

508-793-7217

Jonas Clark Hall, Room 111

The College of Professional and Continuing Education (COPACE) offers undergraduate and graduate degree programs for adult students. COPACE also participates in the Fifth Year Free program through its Master of Public Administration and Master of Science of Professional Communication degree programs. Graduate students are encouraged to apply to teach COPACE courses. (See Teaching Experience)

Direct Deposits of Stipend Checks

Students opting for direct deposits of their stipend checks must go to the Payroll Office (20 Downing Street, 3rd floor) and complete the appropriate paperwork.

Massachusetts Taxes

Unless you request that state taxes be removed from your stipend check, only federal taxes will be deducted. If your income is primarily the stipend plus a summer job, you may owe state taxes at the end of the year.

Escort Service

Clark [Escort Service](#) provides a van, which travels up to a one-mile radius from Clark. Hours of operation are from 5pm-4am and during breaks, 6pm-2am. A foot escort is also available during the hours of 9pm-1am. **Call 508-793-7777.**

Financial Assistance, Office of

508-793-7478 (finaid@clarku.edu)

18 Downing Street, 3rd floor

Graduate students may apply for two categories of assistance; 1) non need-based scholarships, grants, and tuition waivers awarded by the department the student is applying to, and 2) student loans. The individual department, based on student-supplied information, decides all scholarships, grants and tuition waivers based on merit. Scholarships/waivers may cover full tuition, half tuition, or other varying amounts.

Students may also be eligible for additional need-based assistance in the form of student loans. [Visit the Office of Financial Assistance](#) for details.

Health Care

Health Services

501 Park Avenue, 508-793-7467

Hours -- 9am-5pm Monday through Friday except University vacations.

Care is available to graduate students on a fee-for-service basis.

Other Health Care Options

Health Awareness provides anonymous HIV testing, other STD testing and inexpensive gyn exams and contraceptives. 508-753-0800

UMass Memorial Adult Primary Care is an alternative to the Clark Health Service when the Health Service is closed for the summer. 508-856-2731

Family Health is another alternative to Clark Health Service. It is about 4 blocks from Clark on Queen St. and provides anonymous HIV testing. 508-860-7700

Health Insurance

Clark University Student Insurance Plan

A qualifying health insurance plan is required by Massachusetts law for all full-time students. A charge for the Clark University Student Health Insurance Plan will be listed on your bill. If you are protected by a private carrier, the charges will be waived as long as you complete the waiver form go online at www.universityhealthplans.com) by July 25 with the name of the carrier and the number of the policy. However, to be waived, your insurance coverage must be comparable to the Clark University Student Health Insurance Plan, as described in the literature available online at <http://www.clarku.edu/offices/health/insurance.shtml> or at www.universityhealthplans.com). You must show proof of health insurance coverage before you will be allowed to register for classes.

Higgins University Center

The Higgins University serves as a central gathering place where members of the Clark community come together, formally and informally, for intellectual enrichment, conversation, celebration and recreation. Its mission is to provide a central location where creativity and ideas can be openly exchanged on a common ground.

The University Center houses the main dining facility, Clark Bistro, Grind Central, The Copy Center, undergraduate student mailboxes and several meeting rooms. Tilton Hall is a spacious multipurpose room with 35-foot bay windows, a roof patio, piano, fireplace, and comfortable couches. To arrange for an event at the University Center contact the Events Planning Office (508-793-7471).

Human Resources and Affirmative Action

508-793-7294

20 Downing St., Third Floor

The Human Resources/Affirmative Action Office (HR/AA) is responsible for non-student employment processes and University-wide issues of affirmative action, including harassment and discrimination. 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, sexual orientation, marital status, handicap, and veteran status.

Students who have concerns regarding harassment or discrimination involving a faculty or staff member are urged to contact the Director of HR/AA, who also serves at the University Affirmative Action Officer/Grievance Counselor. Students may elect to have student-to-student concerns addressed by the Dean of Graduate Studies who will consult with the Director of HR/AA as appropriate. Copies of policies and procedures on sexual harassment and discrimination may be obtained at the HR/AA Office.

Housing

Residential Life and Housing

22 Downing Street, First Floor
508-793-7453

www.clarku.edu/offices/housing

The University makes available a small number of apartments for graduate students in Clark-owned housing near campus. Most of these apartments are allocated by early June; so students are advised to begin searching for housing as soon as possible.

Off Campus Housing

The Residential Life and Housing Office also maintains a list of apartments available off campus. Visit <http://www.clarku.edu/offices/housing/offcampus.shtml> for current listings.

Contact the Central Massachusetts Housing Alliance housing counseling line 757-2150 or the Mass Justice Project, 508-831-9888 if you have off-campus housing issues.

Information Technology

At Clark, information technology permeates all aspects of campus life. Email and Web systems provide online access to information, services, communication, and collaboration. The high-speed campus data network links all campus buildings, including residence halls, and the Internet. Wireless networking supports laptop mobility around the campus. Many classrooms are networked and multimedia capable. Student computer labs provide access to specialized programs used in courses. Videoconferencing connects the campus to other locations, universities, and laboratories. Walk-up kiosks provide quick network access.

Students register for classes and access their records online. Students, faculty, and staff use email for personal and university communications. Clark Commons Intranet provides comprehensive campus information, services, directories, and forums. Student organizations offer discussions and "straw polls" on the Intranet forum, where any individual may also launch a discussion. Faculty and students use BlackBoard to access course materials including syllabi, readings, images, recordings, videos, and online discussions. The Digital Media Lab produces the multimedia content for BlackBoard and other electronic publications. Anyone may publish a Web page. Campus events are Webcast and archived for playback on demand.

Campus service departments offer complete information and services on the Clark Web site, and academic departments publish full descriptions of majors and programs along with faculty profiles.

The University provides information and assistance to help students, faculty and staff acquire the best computers and software at the best prices. Consulting, troubleshooting, and training are also provided, including evenings and weekends.

These systems and services, for which students are charged no extra fees, are provided to the Clark community by [Information Technology Services](#) (ITS).

Software

Any TA or RA can get a copy of ANY software that ITS distributes from Microsoft for a small fee that covers the copying of the CD. This software license will be good for office

as well as home installations and the license will last for 1 year, after which the license must be renewed) assuming the student remains a TA or RA). Contact the ITS office for more information.

Student ID Cards

All Clark students are issued an identification card – CLARK ONECARD. The Business Office oversees the issuance of new and replacement cards ID cards for all students and employees.

The [CLARK ONECARD](#) is used to:

- access to Web for Students for viewing a academic and billing information
- initially establish an e-mail account
- borrow books from the Goddard Library
- gain access to University events and entry into the Kneller Athletic Center
- use the computer labs
- cash checks in the Cashier's office
- participate in the student meal plan

Office of Intercultural Affairs

[Office of Intercultural Affairs](#)

Director: Amy Daly

Bethune Multicultural Center

Dana Commons, First floor, 508-793-7362

Email: instud@clarku.edu

The OIA advises international students, faculty members, scholars, and their dependents on matters relating to immigration (visas, passports, travel) employment, taxes, academic, social, financial, and personal concerns. The OIA Student Arrival and Orientation Handbook covers many of these in detail.

Campus Mail

Mail for graduate students should be addressed in care of their graduate department.

STUDENT NAME
DEPARTMENT
CLARK UNIVERSITY
950 MAIN STREET
WORCESTER, MA 01610

Meal Plans

Graduate students are invited to enroll in one of the optional meal plans offered by the University. Students should contact their Student Account Counselor to sign up for a meal plan.

Physical Plant

508-793-7566

24 Charlotte Street

The Physical Plant Department ensures a safe and healthy environment in which students study and live by providing custodial, maintenance, and grounds keeping

services. The office is located in Gates House on the corner of Charlotte and Clifton Streets, and the door is always open to all students.

Student Accounts/Cashier's Office

20 Downing Street, 2nd floor

Billing questions should be directed to the appropriate student accounts counselor:

<u>Last Name</u>	<u>Counselor</u>	<u>Phone</u>
A-Ge	Jessica Stelmok	508-793-7721
Gf-M	Lindsay McDonald	508-793-7483
N-Z	Cathy White	508-793-7491

All payments to Clark University (tuition, fees, insurance, etc.) should be made through the University Cashier. The Cashier's Office also cashes personal checks for students (\$50.00 limit).

University Police

Bullock Hall, Ground Level

508-793-7575

The University Police Department's highly trained officers provide 24-hour, 365 days per year protection of life and property. In addition to police functions the following student support services are provided: dispatch, switchboard operation, student buildings and grounds patrol, escort services (x7777), computer access system control, parking and traffic programs, and emergency medical services.

Motor Vehicle and Parking Information

Students wishing to use University parking areas must purchase parking decals at the Campus Police Office, located in the ground level of Bullock Hall. Daytime and limited overnight spots are available. Inquire at University Police for information on fees and registration procedures as well as for rules and regulation regarding parking on Worcester's public streets.

Massachusetts law requires that all students whose vehicles are registered in another state fill out a registration form (available at the University Police Office). Students failing to comply with this law are subject to a \$50 fine.

Funding Opportunities

Office of Sponsored Programs & Research

508-793-7765

Geography Building, Room 209A

www.clarku.edu/offices/research

Gabe Johnson, Coordinator for Sponsored Research, provides information to graduate students on funding opportunities and answers questions on grant cover pages, appropriate grant expenditures, grant extensions, budget preparation, and budget changes. He also maintains a file of successful grant applications (for those grants requiring a University signature). The Dean of Graduate Studies signs grants on behalf of the University. Please notify the Research Office at least one week in advance of submitting a grant proposal. Allow at least two days to obtain a signature.

Human Subjects Committee

<http://www.clarku.edu/offices/research/compliance/humsubj/>

The Human Subjects Committee (HSC) ensures that research projects are conducted according to ethical guidelines stipulated by the US Department of Health and Human Services. Research that involves interaction with human subjects must have the protocol for this interaction approved by the HSC committee. See Gabe Johnson or the Research Office website for a proposal application, which includes questions about interviews, consent requirements and confidentiality guidelines. The HSC meets once a month during the academic year. Summer proposals get executive approval by the HSC chair as needed. During the summer, the HSC requires at least two weeks to approve the protocol. Deadlines are announced in the Clark update or you can call the Research Office.

Research Resources

The hours of operation listed below for all libraries and computing centers are for academic semesters. Call to confirm hours for other time periods.

Libraries

Goddard Library

Circulation: 508-793-7461
Interlibrary loan: 508-793-7163
Reference: 508-793-7579
Technical Services: 508-793-7582
University Librarian: 508-793-7384
University Archives: 508-793-7206

Carlson Science Library

Biology, chemistry, physics
Sackler Sciences Center, top floor
Phone: 508-793-7712

Jeanne X. Kasperson Research Library

18 Claremont St. (off of Woodland Street, 5-7 minutes by walk)
Phone: 508-751-4622
E-mail: jxkaspersonlib@clarku.edu

Map Library

Ground Level, Geography building
Phone: 508-793-7322

Rose Library at the Cohen-Lasry House

Strassler Family Center for Holocaust and Genocide Studies
non-circulating
Phone: 508-793-8897

Additional library resources are listed below.

Worcester Consortium for Higher Education

Clark is a member of the Worcester Consortium for Higher Education, which comprises the following institutions: Anna Maria College, Assumption College, the College of the Holy Cross, Mass College of Pharmacy, Nichols College, Worcester Polytechnic Institute, Worcester State College, University of Massachusetts Medical School, Becker College, Quinsigamond Community College, and Tufts Veterinary School.

Graduate students may cross-register at Consortium schools with the permission of their department and the Dean of Graduate Studies. Pooling the talents of faculty members and using many different facilities add tremendous variety and potential to the academic, social, and cultural opportunities of Clark students.

Registration in Consortium courses is subject to enrollment limits and prerequisites. If a similar course is offered at the home institution, permission to cross-register may be denied. Participation in the Consortium is limited to full-time resident students attending Consortium colleges. Cross-registration does not apply to the evening colleges of Consortium schools.

Consortium Shuttle

The shuttle does not run on the following days:

The shuttle schedule is available at the Information Desk in the University Center and at the Dean of Students Office or online at www.cowc.org/shuttle.html

Consortium Libraries

Clark Graduate Students may request library cards and withdraw books from Consortium libraries.

Holy Cross - [Dinand Library](#)

WPI - [George C. Gordon Library](#)

Worcester State College - [Worcester State College Library](#)

UMASS Worcester - [Lamar Soutter Library](#)

Worcester Public Library - [Worcester Public Library](#)

Non-Consortium Libraries

The area libraries listed below allow public access to their journals and books.

[Boston Public Library](#)

MIT - [Dewey Library](#), [Roch Library](#) or [Science Library](#)

Boston University - [Mugar Memorial Library](#), [Science/Engineering Library](#)

University of Massachusetts- Amherst - [Dubois Library](#)

University of Massachusetts-Boston - [Healey Library](#)

Updated on 1/28/2011