

# The Blue Book

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## Academic Advising Handbook

Academic Year 2008-09



**Academic Advising Center**

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# Orientation to Clark

## The Philosophy of Education at Clark

An education in the liberal arts should enable students to acquire knowledge and develop tools for inquiry that will help them become lifelong learners and independent thinkers. Having been heavily exposed to analysis, questioning, interpretation, and communication, a student with a liberal arts degree has learned how to learn. Since many of the jobs that will exist in ten years have not even been thought of yet, this ability to continue to learn, and to communicate that learning to others, becomes even more critical.

Education at Clark follows this liberal arts tradition. Through the Program of Liberal Studies and work in the major, students develop the ability to learn and pursue advanced in-depth study in at least one area of specialization. The Program of Liberal Studies provides the framework for fulfilling the University's broad education requirements, while more specific courses are required for each major.

## The Program of Liberal Studies (PLS)

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

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

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

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

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

## The Requirements of the Program

### Critical Thinking

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

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

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

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

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

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

## **Perspectives**

The Perspective courses at Clark are designed to broaden your awareness of a variety of issues and points of view within the liberal arts. These courses not only focus on a particular topic, they also are designed to focus on how knowledge is created within each Perspective. All undergraduates must complete each of the six Perspectives. Six different academic departments must be represented among your Perspectives choices. To fulfill the Perspectives requirement, you must earn credit in Perspectives courses. The Perspectives requirement must be completed before you graduate.

The six Perspectives categories are as follows:

- 1. Aesthetic (AP):** Aesthetic Perspective courses emphasize artistic expression and the perception, analysis, and evaluation of aesthetic form. They are designed to enhance students' appreciation and understanding of the arts.
- 2. Global Comparative (GP):** Global Comparative Perspective courses introduce students to comparative analysis by exploring the cultural, political, or economic aspects of human diversity around the world. They provide students with tools for analyzing human experience by examining similarities and differences in global or international context.
- 3. Historical (HP):** Historical Perspective courses develop students' capacity to understand the contemporary world in the larger framework of tradition and history. They focus on the problems of interpreting the past and introducing students to the ways scholars think critically about the past, present, and future.

- 4. Language and Culture (LCP):** Language and Culture Perspective courses foster the study of language as an expression of culture. Students may study foreign languages, which highlight the relationship between language and culture, or English-language courses that deal with the same issue. Introductory foreign language courses require two semesters of study.

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

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

## **The International Studies Stream**

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

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

All ISS Students also take:

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

- Follow-up IDND 067: Problems of Globalization

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

- A Study Abroad Experience. At least one unit of study must be completed outside the United States. This can be done through participation in a Clark-sponsored or Clark-approved Study Abroad Program, the Clark May Term as a summer course, or a specially-arranged internship. International Students, whose study abroad experience is at Clark, either do an internship with an international agency in the U.S., or a research project focused on an international issue. Additional information may be obtained from Professor Robert Ross, Director of the ISS, at x7376.

## **The Capstone**

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

## **Academic Review**

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

### **Your Advisors: Faculty and Peer**

Your academic advisor was either selected for you by the University or selected by you in your choice of a First Year Seminar. This person will be your advisor until you declare a major (during your sophomore year) and select an advisor in that specific department or program.

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

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

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

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

### **Changing Your Advisor**

If, at any time, you feel that your needs may be better met by another advisor, you may change advisors. Simply choose a professor you like, or call a department in which you are interested and ask to speak to a department advisor. You are likely to be referred to an appropriate faculty member who closely matches your interests and needs. If you have no idea whom to ask, come by the Academic Advising Center, and we will help you identify an advisor. To formalize your choice of advisor, you must obtain a change of advisor form from Academic Advising; have your new advisor sign it; and return the form to Academic Advising or the Registrar's Office. (During your first year, a switch of faculty advisor means a switch in peer advisor as well.)

## **Your Academic Resources**

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

### **Academic Advising**

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

Location: Corner House, 142 Woodland Street, 2<sup>nd</sup> Floor

Contact: x7468

E-mail: [advising@clarku.edu](mailto:advising@clarku.edu)

### **American Language and Culture Institute (ALCI)**

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

Location: Jonas Clark, Room

Contact: James Raby, Director (x7794)

### **Career Services**

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

Location: 122 Woodland Street, 2<sup>nd</sup> and 3<sup>rd</sup> Floors

Contact: David McDonough, Director (x7258)

E-mail: [Careers@clarku.edu](mailto:Careers@clarku.edu)

### **Center for Community Engagement and Volunteering**

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

Location: Corner House, 142 Woodland Street, 1<sup>st</sup> Floor

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

## **Information Technology Services (ITS)**

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

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

In addition to the above services, the ITS staff also runs both Student and Faculty/Staff Help Desks that provide phone, walk-in, and on-campus "House Call" technical support for common computer applications and related issues.

To learn more about any of these services please visit the ITS web site at <http://www.clarku.edu/its> or contact the appropriate Help Desk (Students Help Desk - Jonas Clark 101, [sos@clarku.edu](mailto:sos@clarku.edu), 508-793-7704 | Faculty/Staff Help Desk - Carlson Hall 019, [helpdesk@clarku.edu](mailto:helpdesk@clarku.edu), 508-793-7745).

## **Language Arts Resource Center (LARC)**

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

Location: Goddard Library, 2nd Floor

Contact: Constance Montross, Director (x7251)

## **Office of Intercultural Affairs (OIA)**

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

The OIA staff advises more than 500 international students, faculty members, scholars, and their dependents from over 80 countries on matters relating to immigration as well as academic, social, financial, and personal concerns related to daily life in the United States

Location: Dana Commons, 1<sup>st</sup> Floor

**Contact:** Amy Daly, Director [x7362](tel:x7362)  
web site: [www.clarku.edu/offices/oia](http://www.clarku.edu/offices/oia)

### **Registrar's Office**

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

Location: 18 Downing Street, 2nd Floor  
Contact: x7426

### **Office of Study Abroad/Study Away Programs**

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

### **Information Sessions**

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

### **Come Visit Us!**

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

Location: Dana Commons, 1<sup>st</sup> Floor  
Contact: Adriane van Gils, Director (x7363)

### **Robert Hutchings Goddard Library**

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

Location: Goddard Library Public Services  
Contact: Reference Desk (x7579)

### **Services for Students with Disabilities**

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

Location: Academic Advising Center, Corner House, 142 Woodland Street, 2<sup>nd</sup> Floor  
Contact: Jane Daigneault, Coordinator (x7468)  
E-Mail: [advising@clarku.edu](mailto:advising@clarku.edu)

**The Writing Center: Help with Writing and Reading**

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

Location: Corner House, 142 Woodland Street, 1<sup>st</sup> Floor

Director: Jennifer Plante: x7405

# Registration

Your first registration at Clark may seem a little intimidating, but the process is really quite manageable. Your peer and faculty advisors will guide you through the registration process. The next few pages contain some hints on how to get through your first registration successfully. Following that are definitions of terms you will need to know when registering for classes, as well as explanations of relevant Clark policies.

## Steps to Creating a Balanced First Semester Program

### Step 1: Determine Your Interests

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

### Step 2: Going Through the Clark Catalog

The next step is to go through the Clark academic catalog and determine which classes interest you the most. Your Clark catalog is invaluable in planning your program. In it you will find descriptions of all the major programs and their requirements, as well as descriptions of individual courses (listed by department, according to course numbers). The descriptions provided will tell you several important things about a course:

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

### Step 3: Narrowing Down Courses

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

### Step 4: Picking Four Classes

When your list is narrowed down, you should look at the semester course schedule, determine when the courses meet, and check for time conflicts. Most importantly, your schedule should strike a balance. Of your four classes:

- At least one should fill a requirement for the Program of Liberal Studies. There are eight courses required for this program and you have four years (or eight semesters) in which to complete them. You are encouraged to fulfill the Formal Analysis and Verbal Expression requirements in your first year to ensure that you have the critical thinking skills necessary for advanced work.
- One should be a small class (i.e., no more than twenty students); check the class schedule for enrollment numbers.

- One should not require heavy reading (i.e., fewer than 150 pages a week); ask the faculty member.
- One should not require a great deal of writing (i.e., no more than three 5-7 page papers). Once again, talk with the instructor.

### **Step 5: Finding Out About Course Availability**

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

## **Assessing Your Classes**

During the add/drop period, you should check out your classes and make sure that you want to enroll in them. You should use this time to your advantage and investigate all of the classes that interest you. Here are some suggestions for evaluating classes:

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

### **Choosing Professors**

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

## **Course Information**

### **1. Course Load:**

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

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

**Three per semester:** You may voluntarily reduce your course load to three course units per semester without any formal process. You will still be charged full tuition, as this is considered a full course load.

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

## **2. Sectioned Classes:**

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

## **3. Permission:**

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

## **4. Indivisible Courses:**

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

## **5. Prerequisites:**

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

## **6. Corequisites / Linked courses:**

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

## 7. Policy on Acceleration:

You may accelerate your progress toward graduation by no more than one semester. This can be accomplished by (1) bringing Advanced Placement credit to Clark; (2) enrolling in four summer courses over a two-summer period; (3) taking a fifth course each semester in your junior and senior years; or (4) combining any of the above. Students who enter Clark as first-year students must be part of the academic community for a minimum of seven full-time semesters unless permission is granted for a Program of Acceleration by the College Board.

## 8. Policy on Credit from other Schools/Programs:

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

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

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

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

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

## 9. Summer Courses

Non-Clark summer school credits are considered external credits and require prior, written permission from the Transfer Evaluation Committee. Summer school credit taken after matriculation at Clark is

limited to two units per summer. Students may enroll in any number of summer courses over four years, when making up deficiencies accumulated while enrolled at Clark University (e.g. failing or withdrawing from a course). However, only four units may be applied toward your degree if used for acceleration.

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

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

## 10. COPACE

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

The Associate Dean of COPACE, the Dean of the College, and the Undergraduate Academic Board agree upon a list of selected courses in which undergraduate school students may enroll. The list is available online or may be picked up at the COPACE office during weeks prior to registration. There is a limit to the number of undergraduate school students allowed in any COPACE course. If you want to take a COPACE course not normally open to undergraduate school students, you must get permission from the Dean of the College (x7671).

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

## 11. Consortium Courses:

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

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

Worcester Polytechnic Institute  
Worcester State College

### **Credits and Grades**

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

### **How to Register for Consortium Courses**

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

A master list of Consortium courses is available on-line at <http://www.cowc.org/>.

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

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

## **The Registration Process**

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

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

**First-semester students** will meet with their faculty advisor and register online for classes during Orientation.

## Grades

### Grade Options

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

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

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

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

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

### General Guidelines for Choosing Grade Options

- 1. Courses in your major should be taken as graded courses.** In any evaluation of your transcript, whether for graduate school or by potential employer, grades of P in your major detract from the credibility of your record. Several majors **require** that all or most of their requirements be taken for a letter grade.
- 2. Requirements for the Program of Liberal Studies may be taken P/NR.** Also, courses taken for **general enrichment**, usually unrelated to your major, are the kinds of courses you might want to consider taking P/NR, particularly if you are not confident about your abilities in that discipline. Taking a class as P/NR is a good way to increase the depth of your program without adding a lot of unnecessary pressure to maintain your GPA.
- 3. If you plan to go to graduate or professional schools,** you should probably not exceed two units taken P/NR or CR/NC, because graduate and professional schools tend to frown upon noncompetitive courses. Graduate schools may interpret a "Pass" as a C when evaluating your transcript.
- 4. During the add/drop period, try to find whether a course is related to your major and whether you feel confident in that particular area.** This will help you decide whether to take a class as a letter grade or P/NR.

## 5. Consideration for Fall or Spring Honors (See Graduation and Honors section.)

### Grade Statements

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

### Changes of Grade

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

### Appealing a Grade

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

### Grade Point Averages

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

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

To compute your GPA:

1. Assign a numerical value to each grade.
2. Multiply that value by the number of units in each course.
3. Add all of the numerical values together.
4. Divide the sum by the total number of units taken; that result is your GPA.

## Adding and Dropping Classes

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

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

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

## **Repeating Courses**

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

## **Registration for the Next Semester**

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

## **Teaching Evaluations**

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

# Academic Policy

## Academic Good Standing

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

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

### AND

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

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

### Probation

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

### Responsibilities

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

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

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

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

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

### Restrictions:

You may not take more than four units of credit.

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

You may not serve as:

- an officer in any student organization
- a peer advisor
- a resident advisor.

You may not represent the University in any official capacity.

You may not study abroad while on probation.

## Required Withdrawal

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

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

## Leave of Absence

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

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

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

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

## Academic Integrity

Academic integrity is highly valued at Clark. Research, scholarship and teaching are possible only in an environment characterized by honesty and mutual trust. Academic integrity requires that your work be your own. Violations of academic integrity can damage the intellectual climate of the University. There are specific sanctions imposed for such violations.

### Academic Dishonesty

Among the several ways in which academic integrity may be violated are the following:

1. **Cheating** usually occurs in the context of an examination and has three principal forms:
  - a) unauthorized use of notes, text, or other aids during an exam;

- b) copying the work of another during an exam;
- c) sabotaging another student's work or record.

The University's general expectation is that all work submitted in any course will have been done specifically for that course during the time it is offered. Therefore, **handing in the same paper for more than one course in the same semester or different semesters constitutes cheating** unless the faculty members involved give you their explicit permission.

2. **Plagiarism** refers to the presentation of someone else's work as one's own, without proper citation of references and sources.

For example, suppose in reading material for a paper on emotions, you encountered the following passage: "Common language testifies to a relationship between emotions or mood and temperament" (Izard & Schwartz, 1968, p.43).

**All of the following would constitute plagiarism:**

- a) including that sentence or any significant phrase from that sentence in the body of your paper without citing Izard and Schwartz specifically;
- b) altering a few words in the sentence and including that in the body of your paper without citing Izard and Schwartz specifically (e.g. "Everyday language provides evidence of a relationship between emotions or mood");
- c) using the concept as if it were your own without giving credit to Izard and Schwartz (e.g. "The link between emotions and temperament can be demonstrated in our everyday speech.").

**Plagiarism** also includes submitting someone else's work, whether or not previously published, as your own or submitting work obtained from a professional "term paper mill" on the internet.

3. **Unauthorized collaboration** refers to instances when students, each claiming sole authorship, submit separate reports that are substantially similar to one another. While several students may have the same source material (as in group lab projects), the analysis, interpretation, and reporting of that data must be each individual's.
4. **Alteration** of data is the submission of data obtained by someone else or the submission of data not actually obtained in the performance of an experiment.
5. **Participating in or facilitating dishonest activities** includes but is not limited to the following:
  - a) stealing examinations;
  - b) forging grade reports or grade change forms;
  - c) selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts;
  - d) forging or altering Graduation Clearance Forms.
  - e) Submitting altered academic records to Clark or other institutions;
  - f) Submitting forged letters of recommendations to Clark or other institutions.

### **When Dishonesty Occurs**

1. All cases of suspected or confirmed academic dishonesty must be reported to the College Board quickly to insure a timely investigation. When a case of suspected dishonesty is reported to the

College Board, the Board will notify all parties involved. The student charged will have ten days to respond to the charges.

In the case of a first offense, if the student charged accepts the charge as made, the College Board will usually impose a sanction recommended by the faculty member involved. The student is notified of the decision and a copy of the letter is kept in the College Board files.

2. If the suspected dishonesty occurs or is discovered during the final exam period, the student will be assigned a grade of NG (no grade) until the case is investigated and a decision made.
3. Based upon a student's prior history of academic integrity and/or the seriousness of the violation, the College Board may take any action it deems appropriate. The most common sanction is assigning a grade of F for the course. The Board may also place the student on academic probation; suspend the student from the University for a period of time; or, in the most serious cases, expel the student. Expulsion will be noted on the student's official record.

### **Appeals Procedure**

An appeal of the Board's decision must be filed, in writing, with the Dean of the College within 10 days of notification by the Board. Appeals must be based on either the presence of new information not available at the time of the original hearing or on faults in the procedure followed at the original hearing. Appeals may not be based solely on dissatisfaction with the decision of the Board.

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

# The Major and Other Academic Programs

## Selecting a Major Program

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

### Thinking about a Major Program

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

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

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

### Where to Find Help

*“I have no idea what I'm interested in.”*

*“I used to know what I wanted to do, but now I'm not sure.”*

*“I like lots of things and I don't know which to choose.”*

If this sounds like you, you may wish to seek help either at the Academic Advising Center (142 Woodland Street, 2nd Floor) or Career Services (122 Woodland Street, 2<sup>nd</sup> Floor). Make an appointment with one of the staff to talk about your interests, values, strengths and weaknesses. All of these should be considered in choosing a major. Self-assessment is critical in determining the major and career field in which you will be most comfortable. In addition, Career Services offers formal standardized interest inventories designed to help you clarify your interests and how they correspond to various career paths.

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

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

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

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

***“I need to choose between two majors.”***

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

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

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

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

### **Narrowing Your Options**

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

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

### **Substituting a Required Class**

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

## **Finding an Advisor**

Before you can declare your major you will need to choose a faculty member who will sign your major declaration form and become your new advisor. (See the Appendix for a copy of that form). Any full-time faculty member from your major department may be your advisor. Choose someone with whom you feel comfortable.

If you cannot choose someone based upon your classroom experience, review the academic interests of each faculty member listed after their names in the Clark catalog. If you have similar interests, that faculty member may be best suited to guide your study. If you still cannot choose, ask the department chair of the major to assign you to an advisor. Unless there is a departmental restriction, you may change your faculty advisor at any time. You will need to have another faculty member in the department agree to be your advisor and to sign a Change of Advisor form. Submit this form to the Academic Advising

Center or Student Records to have the change officially made. If you are having trouble locating a departmental faculty advisor, you should contact your prospective departmental office.

## **When to Declare Your Major**

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

## **How to Declare your Major**

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

## Special Major Programs

### The Student-Designed Major

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

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

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

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

### Double Majors

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

## **Minors and Interdisciplinary Concentrations**

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

### **Minors**

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

### **Concentrations**

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

## Accelerated Degree Programs

*For the most up-to-date information please visit [www.clarku.edu/graduate](http://www.clarku.edu/graduate)*

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

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

***"Am I automatically accepted to an accelerated degree program when I am accepted to Clark?"***

No. You must submit an *Application to the Accelerated BA/Master's Degree Program: Part 1* to the Graduate School Office by April 1 of your junior year (or November 1 if the second semester of your junior year is in the fall semester).

***"What must I do to be accepted into the master's level portion of a program?"***

You must submit the *Application to the Accelerated BA/Master's Degree Program: Part 2* to the master's program by the department deadline; October 15 of the senior year for most departments and April 15 of the junior year for the MBA and MSF programs. The program requirements are listed on the web at [www.clarku.edu/graduate](http://www.clarku.edu/graduate).

***"If I am accepted into the MA portion of the program, will I automatically be eligible for the fifth-year tuition free?"***

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

1. have been a full-time undergraduate student who has completed the prerequisites for a specific department's baccalaureate/master's program (see the Clark University Guide to Accelerated Degree Programs located on the web at [www.clarku.edu/graduate](http://www.clarku.edu/graduate) for departmental prerequisites);
2. must complete eight semesters of full-time study at Clark within five years of initial entry;

3. attain a 3.25 GPA in aggregate for your sophomore and junior years at Clark;
4. attain a GPA of at least 3.25 during the fourth year of study.

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

1. meet program course prerequisites;
2. take the GMAT exams;
3. be admitted to the Graduate School of Management.

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

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

1. you must be a full-time student at Clark for at least one full academic year before applying to the master’s portion of the program;
2. meet program course requirements;
3. attain a GPA of at least 3.25 for courses taken at Clark prior to your senior year;
4. attain a GPA of at least 3.25 during the senior year.

***Can I change to another program after the April 1 deadline for Part 1 of the application?***

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

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

Contact the Graduate School Office at 508-793-7676. Additional information is also available on the Clark website [www.clarku.edu/graduate](http://www.clarku.edu/graduate) click on Accelerated Degree. International students who wish to participate in the Accelerated BA/Master’s Degree Program should consult the International Students and Scholars Office.

## Special Degree Programs

### Dual Degree/Certificate Programs

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

### The Undergraduate 3/2 Engineering Program

The 3/2 Engineering Program is an undergraduate program that consists of three years of study at Clark University followed by two years at an affiliated engineering school. Currently we have agreements with Columbia University, Washington University, and Worcester Polytechnic Institute. At Clark, students pursue a liberal arts major whose requirements strongly overlap the engineering school's junior-year entrance requirements. Appropriate majors at Clark are Chemistry, Computer Science, Environmental Science, Mathematics, Physics, or a student-designed liberal arts/pre-engineering major. Students must follow the three-year prescribed set of courses at Clark in consultation with the 3/2 Engineering Committee in order to complete all of the required courses within three years. They must maintain a suitable academic level of performance to receive a positive recommendation for admission by the committee. Students receive a Bachelor of Arts degree from Clark after the fourth year and a Bachelor of Science degree from the engineering school after the fifth year. Another option is the 4/2 dual degree program, for which students may be accepted by an engineering school after completing a four year B.A. degree at Clark. In such cases they may earn a Bachelor of Science degree in two years. The program generally must be started during the student's first semester at Clark. Clark students intending to enroll at WPI are encouraged to register for engineering courses at WPI through the Consortium during the first three years. Students intending to enroll at Washington University may enroll in the two-week January term engineering courses there during the mid-year break their sophomore year or junior years. For more information, students should contact the 3/2 Engineering Committee through the Physics Department (x7169).

### The Undergraduate Gerontology Program

The Undergraduate Gerontology Certificate is awarded by the Worcester Consortium Gerontology Studies Program in conjunction with Clark University. Requirements for the certificate are integrated as part of a student's regular B.A. curricula and can be combined with nearly any major course of study. This interdisciplinary program requires completion of seven courses - five classroom courses and two academic internships. At least one of these internships is completed in a community agency serving the elderly. The second internship can be research based. Courses are taken at Clark University and at other Consortium schools with other Consortium students (from Assumption, Holy Cross, Worcester State), with the assistance of the program's coordinator.

If interested, please contact the program advisor, Professor Deborah Merrill, in the Sociology Department at x7243, and/or the program coordinator, Dr. Kelly Niles-Yokum at 508-754-6829, ext. 3017.

## **Preprofessional Advising**

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

### **Prelaw**

Students interested in law school are advised to plan a broadly based academic program that is liberal in character and that draws from the natural and physical sciences, social sciences, and the arts and humanities. Law schools are especially interested in students with good writing and analytical skills. Although not required for law school, students might also want to consider Clark's Law and Society Concentration, as well as participation in the Prelaw Society and the Mock Trial program. Students who are interested in law are urged to consult the Prelaw Advisor through the Office of Career Services, x7258.

### **Premedical/Predental/Preveterinary Medicine**

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

In selecting their courses and planning their programs, students are urged to consult members of the Premedical and Predental Advisory Committee. Information pertaining to premedical, predental, and other health profession programs is available in Sackler Sciences Center, Room S228, x7119, at the Office of Career Services, and at <http://www.clarku.edu/departments/prehealth>.

# Special Credits Opportunities

## Directed Study

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

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

## Internships

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

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

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

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

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

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

## Study Abroad/Study Away Programs

**Clark-Programs** during the junior year are available at 23 locations in Australia, Chile, China, Costa Rica Dominican Republic, England, France, Germany, Japan, Namibia, Scotland, Spain, and the Turks and Caicos. Clark undergraduates who qualify may earn up to four Clark units each semester abroad, and a maximum of eight units for a full year. The credit earned on Clark programs is handled as Clark credit, which means that credits and grades transfer directly to Clark upon successful completion of courses. Students can also continue to receive most of their financial aid packages while abroad.

Finally, various **non-Clark Programs** can be approved for transfer credit if a student has a clearly defined academic motivation and if the program was pre-approved by The Office of Study Abroad/Study Away Programs. Grades earned through non-Clark programs are treated as external credit, which means

that if a C or higher is earned; the transfer credit (but not the grade) will show up on the student's Clark transcript. No Clark financial aid is available for participation in non-Clark programs. Also, it is important to consider that often at least one full semester is needed for approval of non-Clark programs.

Information on **summer programs** run by other organizations is available in the Office of Study Abroad/Study Away Programs. Students who want Clark academic credit for a year, semester, or summer abroad need to submit an application with the Office of Study Abroad/Study Away Programs *before* departure. No retrospective credit will be granted and no late applications will be accepted.

### **Washington Studies**

Clark Participates in the Washington Semester Program at American University in Washington, D.C. and the Washington Center for Internships and Academic Seminars.

Under the **Washington Semester Program** at American University, students from all academic areas (who have a GPA of at least 3.0) may attend the program (usually in the junior year) in the nation's capital. For more information about the A.U. Washington Semester Program, contact Study Abroad/Study Away Programs at (x7363).

The **Washington Center Program** offers sophomores through seniors from all academic areas, the opportunity to live, intern, and take courses in Washington, D.C. Internship placements in D.C. have included: National Institutes of Health, the Embassy of Australia, Smithsonian Institute, the Environmental Protection Agency, the National Organization for Women, and the U.S. Attorney's Office. This program offers four units of credit in the fall or spring. For more information on the Washington Center Program, contact Study Abroad/Study Away Programs (x7363).

**The deadlines for all completed applications are:**

**Fall Semester/Academic Year Clark and non-Clark programs: February 15**  
**London School of Economics and Political Science January 20**

**Spring Semester, Namibia and the School for Field Studies: September 15**  
**Spring Semester, all other programs: October 1**

**Fall Programs in Washington, D.C.: March 1**  
**Summer programs abroad: March 1**

# Surviving

## Classroom Policy

### Rule # 1

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

### Other Rules

#### Attendance Requirements

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

#### Absence Due to Religious Reasons

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

#### Absence Due to Illness

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

#### Absences Due to Hospitalization or Major Illness

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

#### Absence from Final Exam

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

#### Questions about a grade or course policy

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

- 1. The Department Chairperson:** If, after consulting with the professor, you don't feel that the problem has been dealt with adequately, you should consult the department chairperson. He or she will hear and investigate your petition.
- 2. The Dean of the College:** If you remain dissatisfied after the investigation and resolution by the department chairperson, you may take your petition to the Dean of the College (Geography Building, 2<sup>nd</sup> floor) for further investigation and final action.

## Exam Scheduling

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

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

## Incompletes

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

## Due Date for finals and Take-Home Exams

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

## Late Papers

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

If the paper or assignment is complete, bring it directly to the professor, either in class or to her/his office. If you bring it to the office and the professor isn't in, leave it with the department secretary. Be sure to ask the secretary to mark down the date and time the assignment was received. **Remember Rule #1: Always keep a copy of your paper!** Papers do get lost, and you could end up taking the heat for it. A copy can avoid such problems.

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

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

### **Missed Exams**

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

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

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

### **Missed Classes**

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

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

# Graduation and Honors

## Graduation Review and Clearance

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

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

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

### Graduation Requirements

To participate in commencement activities, you must successfully complete:

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

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

### Residency Requirement

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

## Honors

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

### **Department Honors**

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

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

### **Department Honor Societies**

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

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

### **Phi Beta Kappa**

Each year a limited number of juniors and seniors are elected to membership in the Clark chapter of Phi Beta Kappa, Lambda of Massachusetts. Phi Beta Kappa membership is based on academic distinction in programs that are clearly liberal in character, with due consideration of both formal and informal evidence of high scholarship and creativity. Evidence of proficiency in mathematics and a foreign language is deemed highly desirable by the society.

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

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

### **Fiat Lux**

To qualify for membership, you must be entering your senior year, have an overall minimum GPA of 3.3, and have demonstrated some significant leadership or service role for the university or the greater community. Applications for Fiat Lux membership are available at the Dean of the College's office (Geography Building 206A).

### **Gryphon & Pleiades**

Gryphon & Pleiades is composed of a small group of outstanding seniors who have distinguished themselves in leadership, academics, community service, character, extracurricular involvement, and/or athletics. Gryphon & Pleiades conducts a variety of social service and community functions including leadership programs and a Variety Show to raise funds for a scholarship. Both Fiat Lux and Gryphon & Pleiades work with the Dean of the College to select the outstanding members of the junior class for the following year's membership.

### **Fall and Spring Semesters Honors**

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

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

### **Latin honors**

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

## **Awards**

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

### **University Annual Awards**

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

## Departmental Annual Awards

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

## Alumni Awards

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

**Athletic Awards**

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

# Scholarships, Fellowships, and Grants

## Fellowships and Grants

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

### Are You A Good Candidate?

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

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

## Undergraduate Awards

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

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

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

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

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

## **Graduate Awards for Universities in the United States**

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

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

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

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

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

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

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

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

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

## **Graduate Awards for Universities in the United Kingdom and Ireland**

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

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

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

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

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

## **Graduate Awards for Other Foreign Universities**

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

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

**Rotary Foundation Scholarships**—Graduate scholarships in many countries.

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