

For Students

<u>Registration for New Students</u>	
<u>Student Tips to Creating a Balanced, First Semester Course Schedule</u>	
<u>Creating a Course Load at Clark</u>	
<u>Degree Audit Tool</u>	
<u>Things to Remember When Choosing Your Classes</u>	
<u>Assessing Your Classes</u>	
<u>Course Information</u>	
<u>Higher Education Consortium of Central Massachusetts (HECCMA)</u>	
<u>Adding, Dropping & Withdrawing from Courses</u>	
<u>Grades</u>	
<u>Repeating Courses</u>	
<u>Registration for Next Semester</u>	
<u>Teaching Evaluations</u>	
<u>Attendance Policy</u>	
<u>Graduation Review and Clearance</u>	
<u>Tips for Selecting Your Major</u>	
<u>When to Declare Your Major</u>	
<u>How to Declare Your Major</u>	
<u>Finding an Academic Advisor</u>	
<u>Changing Your Academic Advisor</u>	

Registration for New Students

The first semester of registration at Clark may seem a little intimidating, but the process is really quite manageable. Incoming first-year students and first semester transfer students are guided through registration by a team of advising staff. The next few pages contain some hints on planning for the first semester of registration.

Tips to Creating a Balanced First Semester Academic Program

Step 1: Determine Your Interests

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

Step 2: Connect with your Advisor

Advisors are faculty, staff, and graduate students who are specifically trained to help you choose your first semester courses and plan your academic program. You'll find out the name of your Advisor after completing the online [Advising Tutorial](#), at which time you will be prompted to schedule an advising appointment. This advising appointment will consist of a phone call or a web chat held prior to registration for your first semester at Clark. You'll also be able to contact

your advisor by e-mail. In preparation for these advising conversations, it is important that you complete the **Academic Advisor Information Form**. Your Advisor will also be able to review your high school transcripts, application essays, and other admissions materials in order to help you make course selections and plan for the future.

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

First-Year Intensive courses are stimulating and challenging courses designed for first-year students only. The majority of First-Year Intensive courses focus in-depth on a specific topic, but you may also enroll in a special section of an introductory course or one that focuses on a particular research project. All First-Year students are required to take an FYI course. The list of available First-Year Intensives are available on the **Registrar's Office website**.

Step 4: Choose Your Remaining Courses

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

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

Step 5: Narrowing Down Courses

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

Step 6: Picking Classes

When your list is narrowed down, you should look at the semester course schedule, determine when the courses meet, and check for time conflicts. First-semester students should consider taking three classes in addition to the First-Year Intensive course, for a total of four. Most importantly, your schedule should strike a balance. To promote first-year success, please consider the guidelines below.

Of your four classes:

- At least one should fill a requirement for the Program of Liberal Studies (PLS). (Note that your First-Year Intensive course will fulfill one of your PLS requirements.) There

are eight courses required for this program and you have four years (or eight semesters) in which to complete them. You are encouraged to fulfill the Formal Analysis and Verbal Expression requirements in your first year to ensure that you have the critical thinking skills necessary for advanced work.

- One should be a small class (i.e. no more than twenty students); check the class schedule for enrollment numbers. Again, your First-Year Intensive course will be small by definition, but you may want to choose another, depending upon your learning style and academic interests.
- One should not require heavy reading (i.e. fewer than 100 pages a week).
- One should not require a great deal of writing (i.e. no more than three 5-7 page papers).
- First-year students are advised **not** to take 200 level courses during their first year.

Step 7: Finding Out About Course Availability

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

Step 8: Use the Degree Audit Tool

Students and their advisor have access to view their degree audit (available through your CUWeb or ClarkYOU account). The audit matches your academic history and registration with the all University requirements necessary for you to earn your degree, including the detailed requirements of any majors, minors, or concentrations you have declared. The audit is dynamic and automatically refreshes your personal data every time it is viewed. As you change programs or add, drop, or withdraw from classes, the audit will track in real time your progress toward earning your degree. The Registrar's office will utilize the degree audit to conduct its final review and clearance for graduation. You should become familiar with your audit as soon as you start classes at Clark. While most students enter as undeclared, the audit will still reflect basic degree requirements and the general education required of all students (known as the Program of Liberal Studies). Review your audit often, particularly during your advising sessions as you prepare to register for future terms. Any questions concerning your audit should be directed to the Registrar's Office (ASEC room 305 or academicrecords@clarku.edu).

Creating a Course Load at Clark

Guidelines for Creating a Balanced Course Load

What:

- At least **ONE** small class (**UNDER 20 STUDENTS**)—This is met with a student's FYI course
- No more than **TWO** courses with **EXTENSIVE OUT OF CLASS TIME COMMITMENTS** (e.g. Science labs, Studio Art, Screen Studies, Computer Science, Foreign Languages)

Type:

- At least **ONE** Critical Thinking course (VE or FA), if eligible, or the appropriate preparatory course (IDND 018, ESL 155, MATH 119)
- At least **ONE** course required for a major of interest
- At least **ONE** course which fulfills a Perspective
- **ONE** course of general interest

When:

- Classes should be scheduled throughout the week.
- Schedule breaks between classes (this allows the review of notes/lectures).

Where:

If scheduling a HECCMA class, students must allow for the time to commute to other institution.

Limitations on Courses for New Students

First Year students, first semester transfer students, and first-semester visiting students are not permitted to enroll in:

- School of Professional Studies undergraduate courses
- Five Courses
- HECCMA courses unless ROTC or approved by College Board petition
- Internships

ROTC

Clark University students may participate and earn credit in the Army and Air Force Reserve Officers' Training Corps at Worcester Polytechnic Institute. U.S. citizens, who are physically qualified, earn their degree from Clark University and satisfactorily complete the ROTC program, will be commissioned as second lieutenants in the U.S. Army or Air Force. Students may request an educational delay of active duty in order to attend graduate school. First-year and sophomore students can compete for two and three-year scholarships, which are primarily based on academic performance and major. Students interested in Army ROTC should contact the Military Science Department at Worcester Polytechnic Institute (WPI) phone number 508-831-

5268 or email armyrotc@wpi.edu. Students interested in Air Force ROTC should contact the Department of Aerospace Studies at WPI, phone number 508-831-5747 or email afrotc@wpi.edu.

Course Listings

Each semester's schedule of courses is available on the Registrar's Office website.

Things to Remember

Co-Requisites

Notation in right-hand column of schedule of courses. Some courses require students to co-register for another course, most often a lab or discussion session. Students must register for both.

Pre-Requisites

Notation in right-hand column of schedule of courses. Many courses require the completion of a lower-level course prior to registration. Instructor permission overrides pre-requisites.

Permission Courses

Require the instructor's electronic approval.

Alternatives

Students should select a set of alternate courses. Class enrollments are often tight and students who register late may have trouble getting their first choices.

Pass/Fail

Students must decide on this option within the **first three weeks of the semester**.

Adding/Dropping

Students may add or drop courses online during the add/drop period. If students wish to add a course after the add/drop deadline, they must complete a Course Add/Drop form, obtain the course instructor's signature, and submit the form to the Registrar's Office.

Degree Audit Tool

The Degree Audit allows for a student to view the courses they are registered for, have completed, have yet to complete and will list all completed course grades. This tool also allows a student to use the **"What If"** function that allows a student to see what course requirements are necessary to complete a specific major, minor or concentration. With this very helpful and simple tool, a student has the ability to access all of their degree requirements and maintain control over their education without the fear of taking the wrong courses. The Degree Audit tool is a great roadmap to achieving your degree. The Degree Audit will also replace the graduation clearance form for those graduating after May 2023.

Assessing Your Classes

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

1. Go to the online 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, 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

NUMBER OF COURSES	TYPE OF LOAD	APPROVALS
AUDIT (no credit awarded)		Must be enrolled full-time. Permission of Instructor required. Payment required for School of Professional Undergraduate Audits.
Fewer than 3	Part-Time	Academic Advising Center approval required
3	Full-Time	None
4	"Normal" Full-Time	None
4.5	"Normal" Full-Time	None
5	Full-Time	Only Juniors and Seniors with a minimum cumulative GPA of 3.0 or a minimum GPA in previous semester of 3.0 will be approved for a course overload. There is a 3.6 minimum GPA requirement for Sophomores. First-Year students, first-semester transfer students, and first-semester visiting students are not permitted to take five courses. Students must file a Fifth course petition with Academic Advising Center.

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.

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.

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.

Co-requisites / Linked courses

A co-requisite 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 co-requisite 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.

Summer Courses

Non-Clark summer school credits are considered external credits and require prior, written permission from the Academic Advising Center. Summer school credit taken after matriculation at Clark is limited to **two units per summer**. Students may enroll in a total of 6 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 the School of Professional Studies Undergraduate need not receive prior approval. Certain **School of Professional Studies** undergraduate courses may also fulfill Program of Liberal Studies requirements, as noted. A list of courses that have been approved for the undergraduate school which carry PLS credit are found online at the Summer and Evening Division website. 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.

School of Professional Studies Undergraduate Programs

School of Professional Studies Undergraduate Programs (SPS UG) is Clark's degree-granting college that primarily serves working professional students. A SPS UG course can be a source of enrichment for College of Arts and Sciences (A&S) students, offering them the experience of taking courses not available in A&S.

The College of Arts and Sciences and the School of Professional Studies Undergraduate Programs have agreed upon a list of selected courses in which A&S students may enroll. Beginning in their sophomore year, A&S students may register for SPS UG courses that have been approved for A&S credit. Students may take one SPS undergraduate course each semester during the academic year (fall and spring) up to a maximum of four courses toward their undergraduate program. Summer courses in SPS UG are limited to no more than 2 courses per summer and are not included in the four-course maximum.

A&S students who want to take a SPS UG course not normally open to A&S students must petition the College Board. There must be a compelling academic reason for such a request to be approved. A&S students who have questions about whether or not a SPS UG course will count toward an A&S degree should contact their academic advisor.

Higher Education Consortium of Central Massachusetts (HECCMA) Courses

Clark is part of the Higher Education Consortium of Central Massachusetts. Clark's membership in this organization allows you to supplement your program with courses offered at the 11 other schools in the Higher Education Consortium of Central Massachusetts. 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
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 University

Credits and Grades: Transfer policies regarding credit hours and grades are suspended for HECCMA courses. During the fall and spring semesters, you will receive full Clark credit (one unit) for a HECCMA 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 Director of the Academic Advising Center gives approval of courses for which there is no related department at Clark.

How to Register for HECCMA Courses:

1. Register for three Clark course units.
2. Obtain a HECCMA registration form at the Registrar's Office at Clark or the Academic Advising Center.
3. Bring the completed form to the appropriate Clark department chair for their signature.
4. Bring the form to Clark's Registrar's office to be signed off.
5. Bring the form to the HECCMA school's appropriate office for registration. HECCMA students register after resident students. Be prepared with alternative courses!

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

Transportation: If you need transportation to and from classes at other HECCMA schools, the University will provide you with free access to Uber to take you from Clark to your class and back to campus. Please contact Lisa Gillingham, Managerial Assistant, Office of Government and Community Affairs at lgillingham@clarku.edu or 508-793-7614 to arrange for this transportation.

Adding, Dropping or Withdrawing from Classes

Adding/Dropping

Students may add or drop courses online during the add/drop period. If students wish to add a course after the add/drop deadline, they must complete a Course Add/Drop form, obtain the course instructor's signature, and submit the form to the Registrar's Office.

Withdrawing from a Course

After the add/drop period, you may withdraw from a course by submitting a withdrawal form to the Registrar's Office. The new policy requires that you get a signature from your First Year Success Advisor (FYSA), faculty advisor or a member of the Academic Advising Center. 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 students should consult with their academic 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.

NOTE: Failure to complete registration before the end of the Add/Drop period will result in a late fee of \$100.

Grades

[To access Clark's official policy on "Grades", click here](#)

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/Fail. Keep in mind that **professors are not informed** of the grade options students choose for their courses; they submit grades that are then converted. The different grade options are as follows:

Pass/Fail: Students may choose to take any course under the P/F option, as long as this grading option does not contradict a student's major department policy. Under this option, letter grades of C- or better are converted to a P. Grades below C- are converted to F. Some majors, minors and/or concentrations may have limitations on the number of P/F courses that can apply.

Audit: Students who wish to sit in on a class without taking it for a grade or credit 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 the transcript as an audit. Audited classes do not constitute credits towards graduation.

To change a grade option after the third week of the semester, students 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" their transcript. For example, students doing poorly in a graded course and request that the grade option be changed to P/F, the Board will likely deny that petition.

General Guidelines for Choosing Grade Options

- 1. Major courses should be taken as graded courses.** In any evaluation of a student's transcript, whether for graduate school or by potential employer, grades of P in the major **may** detract from the credibility of the student's academic 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/F.** Also, courses taken for **general enrichment**, usually unrelated to the student's major, are the kinds of courses that students might want to consider taking P/F, particularly they are not confident about their abilities in that discipline. Taking a class as P/F is a good way to increase the depth of knowledge in the program without adding a lot of unnecessary pressure to maintain your GPA.
- 3. Students planning to go to graduate or professional schools** should probably not exceed two units taken P/F, because graduate and professional schools **may** frown upon noncompetitive courses. Graduate schools may interpret a "Pass" as a C when evaluating your transcript.

4. During the first three weeks of the semester, students should try to find whether a course is related to their major and whether they feel confident in that particular area. This will help to decide whether to take a class as a letter grade or P/F.

Final Grades

At the end of each semester, students are able to access their grades through CUWeb or Degree Audit.

Changes of Grade

Grades may only be changed after the initial submission only if an instructor of record has made a computational error in calculating a final grading or has reevaluated work submitted before the grading period ends. Grades cannot be changed on the basis of a second trial, such as a new examination or additional work undertaken or completed after the grade report has been recorded. A change of grade may not be used as a substitute for an “Incomplete.” If a student has work missing at the end of a semester; exams, papers, assignments to be written or rewritten, the student must petition for an “Incomplete.” College Board makes that designation. See the “Grades of Incomplete” policy.

The instructor of record is the only individual who can change a grade. The faculty member should submit a request to change a grade to the University Registrar. Any correction must take place in the semester following the one in which the grade was assigned. In situations where the instructor of record is not available to make a final determination of change of grade, the Dean of the College, the Registrar and the department chair should consult on an appropriate resolution.

The initial reporting of a grade does not require the grade change process. If the grade was not properly recorded or if the course is listed as IN (Incomplete), an email from the instructor’s Clark University account will suffice to report the grade.

Appealing a Grade or Course Policy

A student who wishes to appeal a grade must first discuss the grade they wish 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 Average (GPA)

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. GPAs can be calculated by using the following grade values:

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 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 the GPA.

Repeating Courses

It is the policy of Clark University to allow students to repeat any course. However, you will only get credit for one of the courses (except in cases where the faculty designate a course as one that can earn credit more than once). Both courses will appear on the transcript but only the higher grade will be computed into the GPA. Students receiving any kind of federal or institutional aid should consult with the office of Financial Aid to determine if the repeated course/s will affect their aid eligibility.

Registration for the Next Semester

Prior to the end of each semester, continuing students are required to register for the following semester. This allows the student to plan for the next semester's program and allows the University to plan its course offerings according to student demand. Students' registration for the next semester are not carved in stone. Students may add or drop a course through the end of the add/drop period. **NOTE: Students cannot register for a fifth course during the pre-registration period.**

Professor -Teaching Evaluations

Teaching evaluations are requested in each course before the end of the semester. These anonymous forms give students a chance to provide feedback on the effectiveness of the instructor and course.

Attendance Policy for Students

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 any missed work. Instructors may request medical confirmation from a physician. Confirmations are **not** provided by the Division of Student Success Office, the Academic Advising Center, 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 Division of Student Success 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 may contact the Director of Academic Advising Center for a Petition for Incomplete in the course.

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 contact the Director of the Academic Advising Center. Petitions for Incomplete are available at the Academic Advising Center or may be downloaded at <http://www2.clarku.edu/offices/aac/petitions/>. The section filled out by your professor specifies the work to be completed and a deadline date. Where applicable, the professor may indicate that a research delay is the reason for the Incomplete. You must meet with your professor to discuss these issues. Except in the case of a research delay, you must also submit confirmation of medical or personal extenuating circumstances to the Academic Advising Center from the Dean of Students Office, Health Services, or your doctor. If your petition is approved, an interim grade of Incomplete (IN) 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 Director of the Academic Advising Center will be changed to a grade of F by the Registrar's Office.)**

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 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.

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.

Missed Exams

If you missed an exam, please speak with your faculty to discuss the possibility of making up the exam. All course work, exams and missed assignments are at the full discretion of the faculty.

Missed Classes

If you have missed a few classes, it is your responsibility to know your faculty's attendance policy and make up any missed assignments or exams. 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 have 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 have missed a significant amount of class, the course and credit **might** still be saved. Do not 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 cannot "make up" missed class participation.

Graduation Requirements

To earn a Bachelor of Arts degree at Clark, a student must complete a minimum of 32 course units (128 semester credit hours equivalent) with a minimum overall (cumulative) 2.0 grade-point average (GPA). Bachelor's degree candidates must also successfully complete the requirements of at least one major, a first-year intensive, a course with a Diversity & Inclusion attribute, all Program of Liberal Studies requirements, and a capstone. A student may opt to pursue additional majors, minors, or concentrations and will be required to complete requirements for all declared programs prior to the award of the degree.

In addition to meeting all academic requirements, a student's disciplinary record must be in good standing in order to be eligible to receive a degree from the University. Clark may place a hold on the conferral of the degree along with other student records if any of the following exist with regard to a student's disciplinary record: any pending disciplinary proceeding, any pending appeals of a disciplinary proceeding or sanction, or any pending or active sanctions.

To participate in commencement activities, you must successfully complete:

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

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

Residency Requirement

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

Student Tips for Selecting a Major Program

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

Thinking about a Major Program

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

Talk to other people—your advisor, other departmental advisors, your friends, your parents, professionals in fields related to your prospective major(s). The Clark Connect Database, available in Career Connections Center, 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 do not 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 from the Academic Advising Center or the Career Connections Center. Make an appointment with a staff member in one of these areas 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, the Career Connections Center 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 Connections Center has a wealth of information on careers and majors. These 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. “What can I do with this major?” and “Spotlight on Careers” on the Career Connections Center website are two good places to start.

Another way to learn how your choice of major can lead to a given career is to talk to people employed in various fields. The Career Connections Center 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. Contact the Career Connections Center to learn how to reach out to potential networking contacts.

“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, the Academic Advising Center.

Above all, choose what fits you. Your father, mother, or best friend does not 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 Clark University web page (<https://catalog.clarku.edu/content.php?catoid=29&navoid=2504>). 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. You may also use Clark’s Degree Audit program that allows for running a “what if” scenario in any major, minor or concentration that you may be interested in.

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.

When to Declare Your Major

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

How to Declare your Major

1. Pick up an Undergraduate Major Declaration form from the Academic Advising Center or the Registrar's Office. Forms are also available on the Registrar's page of ClarkU.edu.
2. Go to your major department and have the form signed by the department chair.
3. This form also has a portion where the department can assign you a faculty advisor within that specific department.
4. Return the form to the Registrar's Office.

[Major/Minor/Concentration Declaration Form](#)

Finding an Advisor

Before you declare your major, you may want to choose your faculty advisor within your chosen major department. Any full-time faculty member from your major department may be your advisor if they are able to take on new advisees. 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 to have the change officially made. If you are having trouble locating a departmental faculty advisor, you should contact your prospective departmental office. They will be happy to provide you with guidance.

Changing Your Advisor

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

[Change of Advisor Form](#)