To the Clark Student Community,

The Office of the Dean of Students is pleased to present you with the Clark Student Handbook, which provides you with information you’ll find useful in your life at Clark.

We’ve included a comprehensive guide to campus resources to give you a sense of what services are available to you, and how to best access them; you’ll also find the Code of Student Conduct, an exhaustive look at the various policies at Clark, and what you can expect from the community. For those of you living in Clark housing, “Living On Campus” answers questions you might have about facilities, programs, and policies (if you’re not living in University housing, see “Living Off Campus” for valuable information). Finally, the section on Worcester introduces you to the rich offerings of our city and helps you get to know this larger community of which you are a part.

We welcome your feedback on this book and how we can make it more useful to you. Please let us know in the Dean of Students Office if you have suggestions.

On behalf of everyone in Student Affairs, we wish you a very productive and enjoyable year.

Sincerely,

FRANCY MAGEE, Ed.D.
Dean of Students and Assistant Provost
### CALENDAR

**AUGUST 2018**

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**SEPTEMBER 2018**

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**OCTOBER 2018**

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**NOVEMBER 2018**

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**DECEMBER 2018**

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**JANUARY 2019**

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**FEBRUARY 2019**

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**MARCH 2019**

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**JUNE 2019**

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# Important Dates, Events and Observances

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<tr>
<td>Lammas Day</td>
<td>August 1, 2018</td>
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<tr>
<td>National Thrift Shop Day</td>
<td>August 17, 2018</td>
</tr>
<tr>
<td>Week One begins</td>
<td>August 23, 2018</td>
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<tr>
<td>Halls open for returning students (9 a.m.)</td>
<td>August 26, 2018</td>
</tr>
<tr>
<td>First day of classes</td>
<td>August 27, 2018</td>
</tr>
<tr>
<td>Labor Day (no classes)</td>
<td>September 3, 2018</td>
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<tr>
<td>Rosh Hashanah*</td>
<td>September 9, 2018</td>
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<tr>
<td>Yom Kippur*</td>
<td>September 18, 2018</td>
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<td>Autumnal Equinox/Mabon</td>
<td>September 22, 2018</td>
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<tr>
<td>Sukkot*</td>
<td>September 23, 2018</td>
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<td>Simchat Torah*</td>
<td>October 1, 2018</td>
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<tr>
<td>Columbus Day (observed)</td>
<td>October 8, 2018</td>
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<tr>
<td>Fall Break (no classes)</td>
<td>October 8-9, 2018</td>
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<tr>
<td>Family Weekend</td>
<td>October 12-14, 2018</td>
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<td>Halloween</td>
<td>October 31, 2018</td>
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<td>All Saints’ Day</td>
<td>November 1, 2018</td>
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<tr>
<td>Last day to withdraw with a grade of “W” (undergraduate)</td>
<td>November 2, 2018</td>
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<tr>
<td>Election Day</td>
<td>November 6, 2018</td>
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<tr>
<td>Diwali</td>
<td>November 7, 2018</td>
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<td>Veterans Day (observed)</td>
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<tr>
<td>Mawlid an-Nabi (Birth of the Prophet)*</td>
<td>November 20, 2018</td>
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<td>Thanksgiving recess (no classes)</td>
<td>November 21-23, 2018</td>
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<td>Thanksgiving</td>
<td>November 22, 2018</td>
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<tr>
<td>World AIDS Day</td>
<td>December 1, 2018</td>
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<td>Chanukah* begins</td>
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<td>Bodhi Day</td>
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<td>Last day of classes</td>
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<tr>
<td>Last day to withdraw with a grade of “W” (graduate)</td>
<td>December 10, 2018</td>
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<tr>
<td>Reading Days</td>
<td>December 11-12, 2018</td>
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<tr>
<td>Final Exams</td>
<td>December 13-14, 2018</td>
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<tr>
<td>Reading Days</td>
<td>December 15-16, 2018</td>
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<tr>
<td>Final Exams</td>
<td>December 17-18, 2018</td>
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<td>Final Exam make-up day</td>
<td>December 19, 2018</td>
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<td>Residence halls close (noon)</td>
<td>December 19, 2018</td>
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<td>Winter Solstice (shortest day of the year)</td>
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<td>Festivus</td>
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<td>Christmas</td>
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<td>Kwanzaa begins</td>
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<td>New Year’s Eve</td>
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<td>New Year’s Day</td>
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<tr>
<td>Halls re-open for all students (9 a.m.)</td>
<td>January 13, 2019</td>
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<tr>
<td>First day of classes</td>
<td>January 14, 2019</td>
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<td>Tu B’Shvat*</td>
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<td>Martin Luther King Jr. Day (no classes)</td>
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<td>Groundhog Day</td>
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<tr>
<td>Chinese New Year</td>
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<td>Valentine’s Day</td>
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<td>Presidents Day</td>
<td>February 18, 2019</td>
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<td>Spring Break</td>
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<td>Shrove Tuesday (Mardi Gras)</td>
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<tr>
<td>Ash Wednesday/Lent begins</td>
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<td>International Women’s Day</td>
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<td>St. Patrick’s Day</td>
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<td>Purim*</td>
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<td>March 29, 2019</td>
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<td>April Fools’ Day</td>
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<td>Patriots’ Day (Mass. and Maine only)</td>
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<td>Passover*</td>
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<td>Easter Sunday</td>
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<tr>
<td>Earth Day</td>
<td>April 22, 2019</td>
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<tr>
<td>Last day of classes</td>
<td>April 29, 2019</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of “W” (graduate)</td>
<td>April 29, 2019</td>
</tr>
<tr>
<td>Reading Days</td>
<td>April 30, 2019</td>
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<tr>
<td>Yom HaShoah*</td>
<td>May 1, 2019</td>
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<tr>
<td>Reading Days</td>
<td>May 1, 4-5, 2019</td>
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<tr>
<td>National Day of Prayer</td>
<td>May 2, 2019</td>
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<tr>
<td>Last day of classes</td>
<td>May 2, 2019</td>
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<tr>
<td>Final Exams</td>
<td>May 2-3, 2019</td>
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<tr>
<td>Cinco de Mayo</td>
<td>May 5, 2019</td>
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<tr>
<td>Final Exams</td>
<td>May 6-7, 2019</td>
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<tr>
<td>Yom HaZikaron*</td>
<td>May 7, 2019</td>
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<tr>
<td>Yom HaAtzmaut*</td>
<td>May 8, 2019</td>
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<tr>
<td>Halls close for non-graduating students (noon)</td>
<td>May 8, 2019</td>
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<tr>
<td>Mother’s Day</td>
<td>May 12, 2019</td>
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<tr>
<td>Commencement</td>
<td>May 19, 2019</td>
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<tr>
<td>Halls close for graduating seniors (noon)</td>
<td>May 20, 2019</td>
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<td>Lag B’Omer*</td>
<td>May 22, 2019</td>
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<td>Memorial Day (observed)</td>
<td>May 27, 2019</td>
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<tr>
<td>Yom Yerushalayim*</td>
<td>June 1, 2019</td>
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<tr>
<td>Eid al-Fitr*</td>
<td>June 3, 2019</td>
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<tr>
<td>Shavuot*</td>
<td>June 9, 2019</td>
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</tbody>
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*All Muslim and Jewish holidays begin at sundown on the listed date.

Note: GSOM and School of Professional Studies students should refer to their departments’ academic calendars, as many dates differ from those shown above.

For the 2018-2019 meal plan schedule and dates of operation, visit clarkdining.com

For important dates and reminders relevant to housing, visit clarku.edu/housing
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The Academic Advising Center assigns advisers for first- and second-year students who have not declared a major, and evaluates transfer and advanced standing credit. Students are invited to meet with a staff member for general academic advice or for assistance in deciding on a major. Academic Advising processes College Board petitions for exceptions to any academic policy, as well as approvals of courses to be completed outside of Clark; and the Senior Associate Dean of the College reviews cases involving possible violations of academic integrity, as well as all College Board petitions.

The Dean of the College is responsible for undergraduate academic and cocurricular programs and policies. The Dean also serves as Associate Provost of the University, with broad responsibility for all aspects of curriculum, instruction, advising and the evaluation of teaching effectiveness. The Dean of the College works closely with the Undergraduate Academic Board (UAB) to review proposals for new and revised courses, majors, concentrations, and academic requirements, as well as to assess existing programs and requirements. The Dean and his staff also oversee the Dean’s List, Fall Fest, and Academic Spree Day, coordinate several undergraduate student award committees, and manage the LEEP Center.

Multicultural and First generation Student Support promotes the success of ALANA (Asian-, Latino/a-, African-, and Native-American, as well as multiracial) and first generation college students at the University through the Advancing Clark Excellence (ACE) Summer Institute, Connections@Clark, academic year programming, advising, and workshops. ALANA students can also join Sisters in Stride (SIS) and Focus for peer-to-peer support. Students are encouraged to contact the office with any questions or to plan out their goals.

The Provost is the chief academic officer of the University, reporting to and advising the President on all matters affecting academic policy and programs. He also serves as the chief executive officer in the absence of the President. The duties and responsibilities of the Provost include academic planning and policy development; oversight and coordination of academic programs, support services, and budget; and the responsibility for faculty and other personnel in Academic Affairs.

Student Accessibility Services provides academic accommodations and assistance to students with disabilities—including physical, cognitive, psychiatric, or developmental—and who have provided current disability documentation to the office. All materials pertaining to a student’s disability are confidential.

Most of the information that made you consider attending Clark came from this Office. At the “front lines” of public contact, Admissions informs prospective students about academic opportunities and campus life in general. While charged with reviewing applications and selecting the incoming class, staff members also are interested in the experiences students have after they enroll at Clark; you are encouraged to provide feedback on their efforts! Would you like to help recruit future Clark students? First-year students are invited to open their rooms to visiting high school students and families during the fall and spring semesters, or to serve as overnight hosts in the spring semester. Additionally, the Admissions Office is always looking for Clarkies to participate in the student admissions ambassador program; hiring for these positions takes place in the spring semester. Stop by the Admissions Office for more information.

The Office of Alumni and Friends engagement comprises two departments: the Clark Fund and Alumni Affairs. Together, the teams work to build long-term, meaningful relationships between Clark University and its graduates and stakeholders through communications, programming, events, volunteer opportunities, networking, and fundraising.

For example, the Office of Alumni and Friends Engagement, in collaboration with campus partners, coordinates:

- The Graduates of the Last Decade (GOLD) Council
- Regional alumni communities
- Class agent volunteer opportunities
• @CLARK, the alumni e-newsletter
• Regional, national, and international events for alumni
• Fundraising initiatives
• The yearly voting process to choose Clark’s alumni-elected trustee
• Reunion weekend

Additionally, staff in the Office of Alumni and Friends Engagement advise two student groups, the Student Alumni Relations Committee (SARC) and the Senior Class Gift Committee.

**ATHLETICS**

**Kneller Athletic Center**

clarku.edu/athletics

The Athletic Department provides students, faculty, and staff an opportunity to gain a sense of physical well-being through various forms of activity. Because everyone has a different approach to achieving their own level of personal fitness, Clark Athletics provides both individual and team-oriented activities at varying levels of competition. There are three structured forms of recreation offered at Clark: intercollegiate athletics, intramurals, and the wellness program.

**INTERCOLLEGIATE ATHLETICS**

Clark’s 17 intercollegiate varsity teams compete in the National Collegiate Athletic Association (NCAA) Division III. Locally, Clark competes in the New England Women’s and Men’s Athletic Conference (NEWMAC), which includes Babson College, Emerson College, Massachusetts Institute of Technology, Mount Holyoke College, Smith College, Springfield College, United States Coast Guard Academy, Wellesley College, Wheaton College, and Worcester Polytechnic Institute.

Men’s varsity sports include baseball, basketball, cross country, lacrosse, soccer, swimming and diving, and tennis. Women’s varsity sports include basketball, cross country, field hockey, lacrosse, rowing, soccer, softball, swimming and diving, tennis, and volleyball.

**INTRAMURALS**

clarkathletics.com/intramurals/info

Clark’s intramural program gives eligible students the chance to participate in organized physical activities without the demands of varsity intercollegiate athletics — but with the purpose of enjoyment and achievement.

Clark staff or students supervise all activities. Leagues and tournaments are structured in a variety of ways, such as by level of competition or gender. Activities, which range from one-day tournaments to league play, include soccer (fall/winter), flag football, volleyball, basketball, softball, floor hockey, wiffle ball, squash, and racquetball tournaments.

**WELLNESS ACTIVITIES**

Each semester Clark offers the entire Clark community a variety of voluntary wellness activities; no credit is given for participation. While some activities are free, others include a fee. Wellness classes and activities often include step aerobics, ballroom dancing, jazz dance, yoga, first aid, CPR, tai chi, cardio-kickboxing and Pilates.

**KNELLER ATHLETIC CENTER**

The multipurpose George F. Kneller Athletic Center is a center of activity for Clark’s students, faculty, staff, and alumni. Level one has four racquetball courts and two squash courts; level two features a six-lane, 25-yard swimming pool, a team weight room, men’s and women’s locker rooms, and racquetball/squash viewing area; level three comprises a fitness center, gymnasium with four full-size basketball courts, training room, equipment room, swimming pool viewing area, conference/classroom, public restrooms, and the main lobby; and level four includes a multipurpose room, athletic department offices, and another meeting room.

**Kneller Athletic Center hours**

- Monday – Thursday 7 a.m. – 10 p.m.
- Friday 7 a.m. – 8 p.m.
- Saturday 10 a.m. – 8 p.m.
- Sunday 10 a.m. – 10 p.m.

**Pool hours**

- Monday – Friday 11 a.m. – 3 p.m.
- Monday – Thursday 7:30 – 9:30 p.m.
- Saturday – Sunday 2 – 6 p.m.

**Bickman Fitness Center hours**

- Monday – Thursday 7 a.m. – 10 p.m.
- Friday 7 a.m. – 8 p.m.
- Saturday 10 a.m. – 8 p.m.
- Sunday 10 a.m. – 10 p.m.

**DOLAN FIELD HOUSE**

The 29,850-square-foot field house includes a rubber composite playing surface, appropriate for indoor practice space for outdoor teams, and is used for intramurals as well as activities including basketball, tennis, volleyball, badminton, and indoor soccer. The field house also includes a training room, office space, and locker rooms for visiting and home teams.

**GRANGER FIELDS**

Located on Beaver Street, adjacent to the Dolan Field House, the complex accommodates intercollegiate soccer, lacrosse, field hockey, and baseball, as well as intramurals and recreation on two synthetic surfaces. The Corash Tennis Courts include six PlexiPave-surfaced, lighted courts for use by Clark’s tennis teams and recreational players.
O’BRIEN FIELD
Located on Knowles Road, this field is used by Clark’s softball team.

DONOHUE ROWING CENTER
Located on Lake Quinsigamond, the boathouse — where the women’s rowing team is based — is shared with other Worcester-area college and university crew teams.

BAND REHEARSAL ROOM
Estabrook Hall, lower level
This rehearsal room is available to Clark students for band rehearsals during limited hours evenings and weekends. Access to the room follows strict guidelines and rehearsal times are scheduled and organized by the Music Society of Clark University, a student group.

BOOKSTORE
bookstore.clarku.edu
Clark now has an online “virtual” bookstore instead of a physical location where you buy your books. To order textbooks, visit the link above, which is also accessible from the ClarkYou welcome page. Once on the site you can log in with your Clark credentials (not necessary if entering through ClarkYou) and go to the MyCourses page, where you will find all materials for your courses, as well as pricing options. You will have new, used, marketplace, e-book and rental options; you also can choose where to have your books shipped (campus address or home). All returns and book buybacks will be handled through the site as well. Textbooks are provided through a partnership with Akademos/TextbookX.

CAMPUS STORE
Shaich Family Alumni and Student Engagement Center, room 106
clarku.edu/campusstore
The Clark University Campus Store is owned and operated by the University. The Campus Store carries school & office supplies, University apparel and spirit items, glassware, and gift items, as well as reference and trade books. The Campus Store accepts cash, the Clark CashCard, traveler’s checks, checks, Campus Store gift cards and most major credit cards.

CASHIER
Shaich Family Alumni and Student Engagement Center, room 318
Hours: 9:30 a.m. – 4 p.m., Monday through Friday
Visit the Cashier’s Office, where student payments are processed, to add money to your cash card or cash checks. Please note the following student check cashing policy:

- Personal checks written on the student’s own account, up to $50.00, can be cashed for a fee of 50 cents.
- You must have a Clark University student I.D. to cash checks.
- Checks from your parent(s) or legal guardian(s), up to $250.00, can be cashed for a fee of 50 cents.
- There is a $25.00 fee for all returned checks.

CENTER FOR COUNSELING AND PERSONAL GROWTH
114 Woodland Street
clarku.edu/counseling
COUNSELING SERVICES
Counseling is provided free of charge to both undergraduate and graduate students. Staffed by mental health professionals and graduate interns, the Center for Counseling and Personal Growth (CPG) provides services including short-term individual therapy, group therapy, consultations and training for faculty and staff, crisis intervention, and referrals to local psychiatrists and mental health specialists. CPG assists students in dealing with a variety of issues, including (but not limited to) depression, anxiety, adjustment issues, time/stress management, and body image issues. The Center is open Monday through Friday from 9 a.m. to 5 p.m. Appointments are required; call 508-793-7678, ext. 1, or email counseling@clarku.edu.

CONFIDENTIALITY AND SAFETY
Counseling for students at Clark is confidential and information is not shared without permission, except in cases where an individual’s safety is at risk. Students who have been clinically determined to be a risk to themselves or others may be assessed at Emergency Mental Health at UMass Memorial Medical Center (Lake Ave. campus). The University’s protocol following any mental health hospital evaluation or hospitalization includes a re-entry interview by an on-campus clinician, which must take place within 24 business hours of release from the hospital. A student is not allowed back on campus until the interview has been conducted, or unless otherwise approved by the Dean of Students.
Clark Alerts

Clarku.edu/alerts

Clark ALERTS, the Clark University’s emergency notification system, contacts students, faculty, and staff via:

- Text messages (SMS) to mobile devices
- Voice calls to mobile phones and off-campus phone numbers
- Emails to Clark and non-Clark addresses

During an urgent emergency situation, the Clark ALERTS system will send you a message with information and/or instructions.

Your contact information is maintained in the ClarkYOU portal. Look for the Clark ALERTS Updater channel (located in the Resources tab), which will display your current contact details. To make changes or additions, click the “Update” button, add or edit as needed, and click “Update” again. You should then see a “Successfully Updated” message in red at the top of the screen.

Clark OneCard

Shaich Family Alumni and Student Engagement Center, room 325 x7109
Visit clarku.edu/onecard for office hours and an up-to-date list of CashCard vendors.

The OneCard, issued to all new students during orientation, is your official University I.D. The magnetic strip on the back of your Clark OneCard acts as an entrance key to a number of areas on campus, including residential and academic buildings, the Kneller Athletic Center, and the Goddard Library. The Clark OneCard is also used for meal plans, your print allowance, and the CashCard program. The CashCard works like cash at both on- and off-campus establishments.

On-campus vendors include all Clark dining locations, select vending machines, the Clark Copy Center, and the Campus Store. Off-campus vendors may be viewed in the back of this book or at the link above.

The Clark OneCard/CashCard provides:

Convenience: Simply deposit money in your account and it will be activated. To make purchases, just present your Clark OneCard.

Flexibility: It allows you to purchase an extra meal, treat a guest, or make an unplanned purchase without the need for cash.

Security: Your account is accessed through your OneCard, reducing the possibility of misuse. You have the purchasing power of cash without the risk.

Budgeting: Your account can help you budget your money. Check your account balance at any time by visiting the Clark OneCard channel inside the ClarkYou portal.

Accountability: Obtain a history of all activity, including the date, time, and location of transaction.

Deposits are made through the Cashier’s Office. This can be done in person at 153 Woodland St., 2nd floor; by mail; by telephone (508-793-7422); or online through CUWeb. Cash withdrawals are not permitted. Funds left on the CashCard account upon completion of studies will be credited for a refund. The account may be closed by drawing down the account to zero, or upon receipt of documentation that the student is leaving the college through an official process, graduation, or withdrawal.

Treat your card like you would cash, and report a lost or stolen card immediately to University Police. There is a $20 fee to replace a lost card and a $10 fee for a broken card.

Community Thrift Store

930 Main St.
Open Wednesday through Sunday from 12 to 4 p.m.

“Save, Grow & Give. Together.” The Community Thrift Store is a student-run green business venture that offers quality clothing and other items at affordable prices to the Clark and Main South communities, while reducing landfill waste. You’ll find gently used clothes and shoes; school, apartment, and dorm supplies; books (even textbooks), and gifts — it’s a treasure hunt that lets you do good every time you shop. Donations and volunteers are always welcome. Find the store at Facebook.com/clarkthrift.

Dean of Students

Shaich Family Alumni and Student Engagement Center, room 214 x7423
clarku.edu/deanofstudents

Recognizing that education is a process that occurs outside the classroom as well as inside, the Dean of Students staff is concerned with your well-being as a person living and learning in a community of scholars. As a result, you should feel free to consult with staff members in this office about any aspect of life at Clark — personal or academic. In particular, the Dean of Students Office coordinates services related to housing, residential life, new student orientation, health services, student leadership and programming, personal counseling, wellness, and conduct affairs. Staff members work closely with other administrators, faculty, student organizations, and the undergraduate Student Council to improve student life at Clark.

Don’t be a stranger to the Dean of Students Office. The deans and staff want to get to know you and will help you find the answers to your questions. This is the place to get information on leadership opportunities, emergency loans, leaves of absence, withdrawals, or matters concerning your University status. If you’re not sure where to go, this is often a good place to start.
THE DEPAUL EMERGENCY LOAN FUND
Currently enrolled undergraduate students who need a short-term loan may obtain one from the Dean of Students Office, from September 1 through April 1. Loans are limited to $50 and must be paid back in cash within two weeks.

DINING SERVICES
University Center x7507 clarku.edu/diningservices
Clark University takes pride in offering its students excellent dining choices. Food service options located in the Higgins University Center and the Academic Commons are open every day from early morning until late at night. We offer a number of meal plans sure to satisfy all dietary needs, personal tastes, and individual schedules. Whatever your choice, you can expect quality food and service at a great value. Clark Dining Services also is able to accommodate most allergies and restrictions; students should contact the Dining Services General Manager at x7158 to set up a meeting to discuss any special needs or concerns.

Exceptions from the meal plan will only be made for documented medical reasons that cannot be accommodated by Dining Services. Students living in Traditional and Suite Lifestyle Housing may choose from the All Access, 15, 12, and 10 meal plans. A “Plus” option may be added to any one of these plans, which will allow a late night meal swap and $25 additional dining dollars. Apartment Lifestyle Housing includes the 5 Meal Plan by default, but students may upgrade to a larger plan if they prefer. Sophomores, juniors, and seniors living in Apartment Lifestyle Housing may opt out of the meal plan requirement. Graduate students also have the option to purchase the graduate meal plan in blocks of 10 meals. Students may change their meal plan choices within the first two weeks of each semester. A complete list of meal plan options, as well as additional information, is available at clarku.edu/diningservices. Student Account Counselors are available to assist you with any meal plan changes or to answer any questions you may have.

During the academic year, when classes are in session, the Bistro offers a Take 3 “meal swap,” which is deducted from a student’s weekly allotted meals. Swap items are clearly marked. All plans allow one swap per meal period. Students on the All Access Plan and All Access Plus plans are allowed to swap in exchange for their unlimited Higgins Café access, but may not dine in both locations during the same meal period (unlimited access is granted again during the next meal period). Students on any Plus Plan are also allowed up to one swap during late night hours (9 p.m. to 2:30 a.m.) in the Bistro. All dining locations accept cash, credit cards, Clark dining dollars, and the Clark CashCard.

DIVERSITY AND INCLUSION
Dana Commons x7350 clarku.edu/offices/diversity-inclusion
The Office of Diversity and Inclusion advances the University’s mission and commitment to excellence by promoting a campus climate that values diversity and inclusion and is free of bias and harassment for all students, staff, and faculty.

FACILITIES MANAGEMENT
24 Charlotte St. x7566 clarku.edu/offices/physicalplant
The Facilities Management office ensures that the environment in which students study and live is safe and healthy. The custodians, maintenance workers, and groundskeepers maintain work spaces and residence halls, clean houses, and mow lawns, among many other tasks. The office is located in Gates House, on the corner of Charlotte and Clifton streets, and the door is always open to students. If you need something repaired in your hall or room, visit clarku.edu/offices/physicalplant to fill out a work request.

Facility-related emergency issues should be reported by calling 508-793-7566 (or to University Police at 508-793-7575 after business hours).

During the academic year, Facilities is open Monday through Friday from 7:30 a.m. to 5 p.m. (except for University-recognized holidays). During the summer, the office is open Monday through Friday from 7 a.m. to 4:30 p.m. (except for University-recognized holidays).

Please keep in mind that Facilities Management is not responsible for cable or laundry issues.
The Office of Financial Assistance awards nearly $50 million in financial aid through Clark scholarships and grants, federal grants, work-study, and state scholarships, and also offers methods of financing the expenses of attending Clark University. The office can provide information and counseling on the financing options available to both parents and students. Students returning to Clark for the next academic year will be emailed instructions for renewing their financial assistance and can check the status of their financial aid application through CUWeb.

The Office of Financial Assistance, along with the LeeP Center, coordinates the University’s undergraduate student employment program. Student workers can contact this office with any questions about the process and forms required to be set up on the payroll system.

Realizing that preferences and needs for financial resources are different for each student and family, the office seeks ways to help all families cover their educational costs. Anyone encountering difficulty meeting their financial obligations is strongly encouraged to make an appointment with a financial aid counselor.

Clark University Health Services, staffed by physicians, nurse practitioners, nurses, and administrative personnel, is a primary care, outpatient clinic that provides on-campus health care to full-time undergraduate students. Graduate students may use Health Services on a fee-for-service basis. To make an appointment, call x7467.

If an illness occurs when Health Services is closed, access to medical care is available through Hahnemann Family Health Center. Follow the steps below for after-hours care.

1. Call the Hahnemann Family Health Center’s answering service at 508-334-8830 and identify yourself as a Clark University student.
2. Leave your name and telephone number with the answering service. A physician will return your call within one hour.
3. When the physician calls, describe your problem. If the physician decides you need to be seen, you will be referred to the emergency room at UMass Memorial Medical Center, Memorial Campus, 119 Belmont Street, Worcester.
4. If you go to the emergency room, identify yourself as a Clark University student and give the name of the physician you spoke with at the Hahnemann Family Health Center.

The Higgins University Center opened in January 1991 and is a place where members of the Clark community gather formally and informally for intellectual enrichment, conversation, celebration, and recreation. It provides a central location where creativity and ideas can be openly exchanged on a common ground. The University Center houses the main dining hall, the Bistro, the Grind, the Student Lounge, evening coffee and food options, the Craft Studio, student organization offices, the Asher student group workspace, the Clark Copy Center, meeting rooms, and the mailroom. Tilton Hall is a spacious multipurpose room with 35-foot bay windows, a roof patio, piano, and fireplace.

Events Planning assists in scheduling campuswide activities, coordinates use of the University Center, Atwood Hall and other campus facilities, and responds to requests from external organizations for conferences and meetings to be held in Clark University spaces. Facility reservations for recognized student organizations must be made through LINK. Examples of “additional services” may include food service, media services, Facilities Management, and University Police coverage. Requests can be made up to one year in advance.

The Asher Suite, renovated in summer 2015, provides a student lounge atmosphere for small group gatherings, study space, and informal discussion. A number of student clubs and organizations have office space in the suite.

The Craft Studio provides a creative and recreational place for all members of the Clark community to work on their own projects or to attend any of the offered craft classes, which include knitting, candle-making, stained glass, quilting, ceramics, calligraphy, and silkscreen. The studio also has pottery wheels, kilns, and glazing equipment.
THE GRIND
Higgins University Center, lower level

The Grind is a multipurpose venue for department and student group events, rehearsals and meetings. All event, meeting or rehearsal times must be reserved through the Events Planning Office/LINK. The Grind hosts student performances, concerts, and comedians, and frequently features late-night student entertainment. Pool tables, ping pong, and foosball are available for use when the room is not reserved; game equipment may be signed out, with a Clark I.D., from the Information Desk on the first floor.

COPY CENTER
Higgins University Center, lower level
Check website for operating hours (clarku.edu/offices/printing)
x8853

Clark Copy Center services include black-and-white and color copying/printing, binding, cutting, and folding. Fax services are also available.
The Copy Center accepts cash, check, or the Clark CashCard.

HUMAN RESOURCES AND AFFIRMATIVE ACTION
Shaich Family Alumni and Student Engagement Center, room 402 clarku.edu/hr

The Human Resources/Affirmative Action Office is responsible for non-student employment processes and University-wide issues of affirmative action, including harassment and discrimination.

It is the policy of Clark University that all our students, faculty, and staff should enjoy an environment free of discrimination and harassment and shall have equal opportunity in the education, employment, and services of the University. This policy refers to, but is not limited to, harassment and/or discrimination in the following areas: age, race, color, national origin, religion, gender, sex, sexual orientation, marital status, disability, and veteran status. Students who have concerns regarding harassment or discrimination involving a faculty or staff member are urged to bring this to the attention of the Director of Human Resources, who also serves as the University’s Affirmative Action Officer. Students may elect to have issues involving student-to-student concerns addressed by members of the Dean of Students staff, who will consult with the Chief Human Resources Officer as appropriate.

Copies of the University’s Harassment and Discrimination Prevention Policies and Principles, as well as guidelines for filing a report or complaint, may be obtained at the Office of Human Resources/Affirmative Action or online at clarku.edu/hr. If you feel you have been harassed or discriminated against, seek assistance from the Chief Human Resources Officer or a member of the Dean of Students Office staff.

INFORMATION TECHNOLOGY SERVICES
Help Desk
cutdesk@clarku.edu
clarku.edu/its (check the website for current hours)
CAMPUS RESOURCES  STUDENT HANDBOOK

Academic Commons, 1st floor of Goddard Library

Information Technology Services (ITS) provides support for computing, telecommunications, and networking resources. Popular ITS services for students include:

- General purpose and specialized computing labs
- Discounted computer hardware and free/reduced-cost software (including antivirus and Microsoft Office 365)
- Phone, walk-in, and on-campus “house call” technical support for common computer and networking issues
- Wired and wireless networking throughout campus (public areas, classrooms, residence halls, etc.)
- Email and cloud-based file storage
- An online campus portal (ClarkYOU), learning management system (Moodle), and CUWeb, a system for course registration, checking grades, updating addresses, and more.

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE
142 Woodland St., second floor
isso@clarku.edu
clarku.edu/isso

The International Students and Scholars Office provides programs specifically to serve the needs of international students, researchers, and faculty, from immigration advising to cultural adjustment programs. The ISSO staff advises approximately 900 international students, faculty, scholars, and their dependents from more than 90 countries on matters relating to immigration as well as academic, social, financial, and personal concerns related to daily life in the United States.
LeeP Center
Shaich Family Alumni and Student Engagement Center, room 100
Hours: 9 a.m. – 5 p.m., Monday through Friday
leepcenter@clarku.edu
clarku.edu/leepcenter
Facebook: facebook.com/leepcenter
Twitter: @LEEPcenter
Instagram: @leepcenter

LeeP Center staff provides guidance, resources, and support to undergraduate students looking to identify and achieve their personal and professional goals. Located in the Shaich Family Alumni and Student Engagement Center, the LeeP Center is home to Academic Advising, Career Services, Community Engagement, Study Abroad, and the Writing Center. The LeeP Center also coordinates LeeP Center advising, LeeP projects, and student employment.

LeeP Center staff members advise students to help weave together all aspects of their undergraduate experience to prepare for a meaningful life beyond Clark. Students should make an appointment with the LeeP Center adviser attached to their major for information and advice relating to leadership and personal skills development, experiential and cocurricular learning opportunities, post-baccalaureate options, and preparation and help with academic processes and deadlines. Undecided, undeclared, and transfer students can meet with an adviser on the exploration team.

To schedule an appointment with a LeeP Center adviser, email leepcenter@clarku.edu, call x8819, or visit the office in the Shaich Family Alumni and Student Engagement Center.

Career Services
Appointments: careers@clarku.edu or x7258
Walk-in hours for quick résumé and cover letter questions: 12–4 p.m., Monday through Friday

In addition to serving as LeeP Center advisers, Career Services staff provide specialized assistance for students interested in self-assessment (including administration of standardized assessment instruments) and advanced tips related to the job and internship search (e.g., mock interviews and salary negotiation tips). Career Services provides services to all undergraduate and graduate students (and alumni of those programs) with the exception of the GSOM and IDCE graduate programs, which have separate Career Services offices.

Career Events: On- and off-campus career fairs, including Clark’s annual Career and Summer Internship Fair each February, provide students with opportunities to network with employers.

Internships: Career Services encourages students to explore their skills and interests, as well as potential career paths, through experience in the field. Students may apply to earn academic credit for their proposed internships through the Academic Credit Internship Program.

Online job, internship, and volunteer database: The Clark Recruiter is the University’s online database of job, internship, and volunteer opportunities. Students can search hundreds of postings both locally and across the country in the Clark Recruiter, and thousands of diverse geographical postings through our consortium database, the Liberal Arts Career Network. All students are encouraged to log in (using their Clark email and the password clarkstudent), complete a profile, and start browsing at clarku.edu/clarkrecruiter.

Online career exploration and job/internship search tools: The Career Services website provides resources to help students explore career options, and identify and pursue relevant practical experiences.

Community Engagement
Appointments: cev@clarku.edu or x8815

The Community Engagement Office provides resources for students interested in connecting with local community organizations, and educates the Clark community about important social issues. Community engagement is an integral part of a student’s years at Clark, and there are many local opportunities for students who want to make a difference. Almost half of the Clark student population gets involved in the Worcester community each year through community service projects, internships, community service work-study, or by taking a community-based learning or research course.

There are many ways for students to learn more and get involved. The office co-hosts a Community Engagement & Internship Fair each fall to connect students with local nonprofit organizations and hosts a “Welcome to Worcester” series of events for students. Additionally, students looking for placements may take advantage of walk-in hours and search for opportunities at clarku.edu/clarkrecruiter. The Community Engagement Office also works with faculty who teach community-based learning or research courses, and co-organizes one-day service projects throughout the year.
**Community Partnerships:** Clark University partners with more than 40 local organizations — including the Boys & Girls Club of Worcester, the Main South Community Development Corporation (MSCDC), and the Worcester Public Schools. There are also on-campus student groups that focus on service in the Worcester community.

Clark’s commitment to community engagement extends beyond our campus and city. Each year, Clark students are awarded fellowships and grants that let them apply their classroom and research experience to the global community. Community Engagement provides services to both undergraduate and graduate students.

**STUDY ABROAD AND STUDY AWAY PROGRAMS**

Appointments: studyabroad@clarku.edu or x7363

The staff at the Office of Study Abroad and Study Away Programs can help students integrate a semester, year, or summer abroad/away with their academic, professional, and personal growth. More than 50 Clark-affiliated programs expand credit-bearing educational opportunities beyond the campus by providing students with academic, research, internship, and cultural opportunities around the globe. In addition, the office oversees Clark-affiliated domestic programs including American University’s Washington Semester, Semester in the City with College for Social Innovation in Boston, and at The Washington Center for Internships.

Early planning and research are key to maximizing the benefits of your experience. Requirements for studying abroad are: good academic and social standing; a GPA of 3.0 or above (some programs require a higher GPA); one year of residence at Clark; a declared major, and a faculty adviser within that major; and attendance at a Study Abroad 101 info session. Students who work with Student Accessibility Services should discuss their study abroad plans with their student accessibility adviser.

**WRITING CENTER**

Appointments: clarku.mywconline.com or x7405

The Clark University Writing Center holds approximately 750 conferences per semester with students writing for almost every discipline in the University. The center helps students start writing projects, get unstuck, organize thoughts, revise drafts, work with citations, avoid plagiarism, and improve the mechanics of their writing. Consultants will help you whether you’re just brainstorming ideas, writing a first draft, or editing a final version. Writing Center appointments are interactive: consultants do not edit your papers for you, but work with you on your writing.

Undergraduate and graduate students can bring writing for any class, in any discipline, as well as cover letters and personal statements. Please be sure to bring your assignment and whatever writing you’ve already done with you to your conference.

Hour-long appointments are available Monday through Thursday, from 9 a.m. to 8 p.m., and on Fridays from 9 a.m. to 5 p.m. Call the office or visit the website to schedule an appointment.

**LIBRARIES**

**GOODDARD LIBRARY**

clarku.edu/goddard

- Circulation: x7461
- Interlibrary loan: x7163
- Reference: x7579
- Technical Services: x7582
- University Librarian: x7384

The Robert Hutchings Goddard Library, named for the Clark physicist who invented the rocket technology that made space travel possible, is both the academic heart of the University and an architectural landmark; it is a traditional and digital library with time-tested and brand new collections and services. The collections include more than 576,000 volumes, 276,000 monographs, and subscriptions to 1,600 periodicals. The library provides full internet access and nearly 50 end-user subject-specific databases. As a member of the Higher Education Consortium of Central Massachusetts, Clark offers students the use of eight academic Consortium libraries and a combined local collection of more than 3.5 million volumes.

Goddard Library also offers a viewing area for videocassettes and DVDs; a listening area for compact discs, records, and tapes; a language lab; microcomputers; and terminals linked to the campus network. Through the University Computing Center, the library’s menu of online information sources, including the public online catalog, is available 24 hours a day.

**CARLSON SCIENCE LIBRARY**

The Carlson Science Library, a branch of the Goddard Library, serves the disciplines of biology, chemistry, math, and physics. Located on the top floor of the Sackler Sciences Center, it houses selected science journals and a research collection of recent monographs. Full internet access is provided, as are subject-specific databases.

**ACADEMIC COMMONS**

Extensive renovations of the Robert H. Goddard Library in 2008 created a state-of-the-art facility offering centralized academic and research support services for the entire campus community. The Academic Commons project included redesign of existing space and the addition of 11,000 square feet, achieved by enclosing the plaza level. Included in the plaza-level expansion are the University’s main computer lab and late-night study room, the Information Technology Services Help Desk, the Mosakowski Institute for Public Enterprise, and Jazzman’s Café.

**MAP LIBRARY**

Located on the lower level of the Geography Building, the Map Library houses more than 200,000 maps as well as books and periodicals for geographical research.
The Jeanne X. Kasperson Research Library offers one of North America’s most extensive research collections on environmental risk and hazards, and human dimensions of global environmental change. In addition, the library has holdings on the subjects of international development, technology, and energy policy. Library staff has prepared more than 125 “data boxes” for specific subjects, containing copies of (or references to) relevant journal articles, chapters of books, technical reports, court cases, regulations and standards, bibliographies, and news clippings. These data box collections include AIDS, biotechnology, climate change, fisheries, GATT/TWO and other trade agreements, mathematics, medical/health issues, nuclear power, pollution/waste management, radioactive waste, sustainable development, risk, vulnerability, and water resources, among other subjects.

It is not a lending library, but patrons are allowed to keep identified materials aside for the duration of their research. The library staff is also happy to help you find relevant materials for your research papers, theses, or dissertations.

Computers with internet access, as well as wireless connectivity, are available for library searches.

UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS
Goddard Library, first floor

The University Archives is the repository for Clark’s official records, publications, and other materials documenting the history and development of the University community. Manuscript collections reflecting the life and work of former faculty members, such as Robert Goddard and President G. Stanley Hall, among others, are also included.

Examples of materials available at the archives are photographs, faculty publications, copies of student publications, records of selected student organizations, and memorabilia.

The resources of the archives are useful to undergraduates in the preparation of student publications, club activities or research papers on Clark’s history, or subjects for which Clark serves as an example of some larger phenomenon. Some records materials — such as student records — are necessarily restricted to preserve confidentiality, but most of the collection is readily available.

Staff will instruct students in the use of original materials and describe Clark’s archival resources in detail. The University’s collection of rare books is also housed in this area and can be used for research and scholarly purposes.

MAIL SERVICES AND RECEIVING
Higgins University Center, second floor

Your mailbox is located on the second floor of the Higgins University Center. The mailroom staff distributes all United States Postal Service and campus mail, and delivers mail to most campus departments twice daily. Your correspondence must include your box number; mail that is missing a box number will be delayed. If you live in Clark-owned housing, you must still use your box number, as the USPS will not deliver to residence halls or houses. Graduate students have window service mailboxes, which means they receive their mail at the mailroom window by showing their Clark I.D.

Packages may be picked up at the mailroom window. You are notified with an email that your package has arrived; please allow a few hours after receiving the email to pick up your package. Students must show a valid Clark I.D. to pick up packages. Any student expecting a package that for some reason is not in the second floor mailroom should go to the mailroom in the basement of the University Center and speak to a full-time employee. During the first few weeks of the semester the mailroom is extremely busy, so please plan on longer waits after receiving emails and longer lines at the window.

Any mail for students should be addressed as follows:
Student name, campus box number
Clark University
950 Main Street
Worcester, MA 01610

Please be aware that students’ campus boxes are not post office boxes. All FedEx, UPS, DHL, and Laser Ship packages sent to Clark students are signed for by mailroom staff, so it is important to address all packages and mail with the correct campus box number.

Students may also send FedEx, UPS and USPS packages, with prepaid labels, using the collection boxes located in the vestibule by the main entrance of the University Center. Packages that do not fit in these boxes can be brought to the mailroom in the basement. Please note that the second floor mailroom will not accept outgoing packages.

PLANNING AND FINANCE
Geography Building, room 203

The Office of Planning and Finance oversees the offices of Facilities Management, Human Resources and Affirmative Action, Financial Services, University Budgeting, Strategic Analytics and Institutional Research, and Business Manager (including dining services, printing, purchasing, insurance, and the Campus Store). The office is also responsible for investments, external debt, and financial planning.
PRESIDENT’S OFFICE
Geography Building, room 202  x7320
David Angel is the ninth president of Clark University. As the chief executive officer, he is responsible for overall administration and general welfare of the University, working to achieve a dynamic fit among faculty, students, staff, programs, facilities, and resources. The president ensures that the various constituencies of the University work together to create an environment conducive to high-quality teaching, learning, and research. While ultimately responsible to the Board of Trustees and overseeing such general concerns as budget, academic programs, and development, the president works closely with officers who are more directly responsible for these and other activities of the University. The president also publicly represents Clark to its many constituencies, including students, alumni, families, donors, friends, the Worcester community, and the larger academic community.

REGISTRAR
Shaich Family Alumni and Student Engagement Center, room 305  x7426
clarku.edu/registrar
registrar@clarku.edu

The Registrar’s Office is responsible for all student academic records, scheduling of courses and exams, classroom assignments, and the academic catalog. Students typically interact with the Registrar’s Office during registration periods; the major, minor, or concentration declaration process; junior year, when graduation clearances are required; senior year, for commencement preparations; and finally, as alumni who may need transcripts or duplicate diplomas. The Registrar’s Office certifies enrollment several times each semester through the National Student Clearinghouse (NSC). Outside agencies (e.g., loan providers) may obtain enrollment information by contacting NSC directly. Students may also print out their own enrollment certificates through their CUFWeb accounts. The Registrar’s Office sends degree award information to NSC after degrees are awarded in August, December, and May. Outside agencies may obtain degree information by contacting NSC directly.

RESIDENTIAL LIFE AND HOUSING
Higgins University Center, third floor  x7453
clarku.edu/housing

The Residential Life and Housing office supports students’ residential needs. The office supervises the staff who live in residence halls and houses — these are the people who offer personal and resource support, programs, and who work to provide a safe and enjoyable living atmosphere. Additionally, room assignments for on-campus housing, room changes, and the spring housing lottery are coordinated through this office. For more information about residential living, please refer to the section entitled “Living on Campus.”

STUDENT LEADERSHIP AND PROGRAMMING
Higgins University Center, third floor  x7549
clarku.collegiatelink.net
facebook.com/whatshappeningatclark
Instagram & Twitter: @clarku_events

The Office of Student Leadership and Programming strives to weave a positive cocurricular experience into the fabric of students’ lives outside of the classroom. The office works closely with undergraduate student clubs and organizations in the planning, implementation, and promotion of a vibrant, engaging and exciting calendar of events throughout the academic year. Office staff can provide information about upcoming events; Student Council and its bus route schedules; membership and involvement in Clark’s 130+ student organizations; and leadership-development programs. The office also coordinates Week One and various pre-orientation programs for students. Visit the website above, follow the office’s social media accounts, or stop by to learn how to get involved.

STUDENT ACCOUNTS OFFICE
Shaich Family Alumni and Student Engagement Center, room 320  421-3801
clarku.edu/studentaccounts

The Student Accounts Office helps you determine how much your Clark education will cost and answers any questions you may have regarding your bill, monthly payment plan, or financing options.

STUDENT EMPLOYMENT
(See Financial Assistance)

SUSTAINABLE CLARK
clarku.edu/sustainability  x7601
jisler@clarku.edu

Sustainable Clark’s mission is to make Clark greener; whether it’s waste reduction and recycling, energy efficiency, water conservation, composting, edible landscaping, real food, or climate change, we are on it. Clark’s bold Climate Action Plan targets climate neutrality by 2030, and we are well on our way. Clark’s Eco-Reps, along with members of ten more sustainability-minded clubs and student ventures, embody the mission through student engagement, activities, events, and sustainable businesses. The Clark Sustainability Collaborative brings us all together (sign up for the newsletter and events calendar: csc_eboard@clarku.edu) and Sustainable Clark interns tackle specific initiatives.
Undergraduate Professional Studies Program

Shaich Family Alumni and Student Engagement Center, Room 222
clarku.edu/professionalstudies

The Undergraduate Professional Studies Program replaces the former COPACE undergraduate program. It continues to serve adult nontraditional students, with all courses meeting once a week during the evening for the length of the semester. As in the past, Clark day college undergraduates may register for Undergraduate Professional Studies Program courses that have been approved for day college students. Registration for courses in the Undergraduate Professional Studies Program is on a space-available basis, and seats for day college undergraduates are limited. Day college undergraduates, with the exception of all first-year students and first-semester transfers, may register for one course per semester, for a total of four semesters. Permission from the College Board is required for undergraduates who wish to take more than one Undergraduate Professional Studies course per semester. Petitions for College Board permission are available online and should be submitted to the Academic Advising Office.

Summer School

The University’s Summer School Program is housed in the Shaich Family Alumni and Student Engagement Center (Room 222; x7217). The Summer School offers two six-week sessions each summer. The first session typically starts the Monday after graduation and the second session begins around July 4. Undergraduate day college students can register for a maximum of two summer courses per summer. The majority of courses are open to day college students and many will carry a PLS designation. If you would like to use a Summer School course toward your major you should check with the academic department and your academic adviser prior to registering.

University Marketing and Communications

138 Woodland St., second floor
clarku.edu/police

University Marketing and Communications is responsible for elevating Clark’s standing and reputation as a university of global consequence — in undergraduate and graduate education, research, and community partnerships — with prospective students, alumni, educators, public and private leaders, media, employers, and foundations. The office provides marketing, public relations, and creative services for the University; produces awareness, recruitment and fundraising campaigns; manages the website and primary social media channels; and publishes the alumni magazine.

University Police

Bullock Hall, lower level
clarku.edu/police

The University Police Department, staffed by Massachusetts Special State Police Officers, provides life and property protection to the Clark community — 24 hours a day, 365 days a year. In addition to patrolling grounds and buildings routinely, the department supervises a student-run emergency medical services program and a safety escort service. Officers are specially trained in sexual assault investigations, diversity, medical response, active shooter response, hate bias crimes, and crime prevention, among other areas. The department routinely hires Worcester Police Department officers to work in conjunction with Clark officers, broadening community presence and safeguarding the population.

Wellness and Prevention Education

This office educates the campus community on issues of health and wellness. In addition to working with individual students, Wellness and Prevention Education — part of the Dean of Students office — sponsors and supports on-campus programs and training on topics such as eating disorder awareness, drug and alcohol use, stress management, healthy relationships, and overall well-being. This office is dedicated to helping students make responsible, positive choices as they navigate their academic careers and social lives.

PAVE Task Force (Prevention & Anti-Violence Education)

Under the direction of the Wellness and Prevention Education office, this student-led task force raises awareness about consent, violence prevention, and healthy relationships through outreach and education programs conducted for campus groups, clubs, classes, and community members.

Recycling

clarku.edu/recycling

Our student Recycling Crew, in collaboration with Facilities Management custodial staff, has managed Clark’s award-winning recycling program since 1992. The Recycling Crew picks up paper, cardboard, glass, metal, electronics, compost, and stiff plastics #1-7 (that’s everything plastic, except soft plastic bags and wrappers). The crew sorts everything at the Recycling Center, sells the valuable commodities, and responsibly/locally recycles the rest. Please use recycling bins around campus for all paper, glass, metal, foam, and plastic. Put flattened cardboard next to the recycling bins. You’ll find battery collection and compost bins in Academic Commons and the University Center; compost bins are also located in all residence halls. Clark diverts and recycles more than 50% of campus waste. Check clarku.edu/sustainability for the Recycling Crew pick-up schedule, information on how to recycle dozens of other things, FAQs, and more.
STUDENT ORGANIZATIONS
(this list is subject to change as new clubs are created regularly)

UNDERGRADUATE STUDENT ORGANIZATIONS
15-40 Connection
Active Minds
Activists United
Acts of Kindness
All Kinds of Girls
Amnesty International
Arboretum Advocates
Asian Culture Society
Association of Martial Artists of Clark
Ballroom Dance Team and Club
Best Buddies International
Beyond Hair
Black Student Union
Book Club
Caesura Literary Magazine
Caribbean African Student Association
Chabad On Campus
Chess Clubs
Choices
Cinema 320 at Clark University
Clark Anti-Violence Education
Clark Bazaar
Clark Cable Network
Clark EMS
Clark Fitness
Clark Historical Society
Clark Investments and Trading Society
Clark Keys
Clark Musical Theatre
Clark Organization for Radical Educators
Clark Poetry Slam
Clark Raqueteering
Clark Respecting Animal Welfare and Rights
Clark Sustainability Collaborative
Clark Undergraduate Geography Association
Clark Undergraduate Student Council
Clark University Aquatic Club
Clark University Brothers and Sisters
Clark University Campus Cursive
Clark University Choirs
Clark University Concert Band
Clark University Film Society
Clark University J-Street
Clark University Karate
Clark University Model United Nations
Clark University Nerdfighter
Clark University Pagan Alliance
Clark University Ping Pong Club
Clark University Players' Society
Clark University Pop Rox
Clark University Sailing Club
Clark University Shanty Sing
Clark University Student Action for Refugees
Clark University Students for Palestinian Rights
Clark University Timmy Global Health
Clark University Unified Sports
Clarkies Against Cancer/Relay for Life
Clarkies for Sustainable Development in Haiti
Clarkies Helping and Advocating for Israel
Club Basketball
Club Soccer
Club Tennis
Counterpoints
CU Quidditch
CU Student Chapter of the Association of Computing Machinery
CUSC Transportation
Cycles of Change
Dance Society
Democrats of Clark University
Economics Society
Eco-Reps
Educational Studies Program
Epilepsy Awareness Club
Equestrian Club
FACE AIDS
Feminists United
Food Truth
Herban Gardeners
Hillel
Hip Hop Collabo
Ice Hockey Club
Initial Advantage
International Students Association
InterVarsity Christian Fellowship
Irish Step Dancing Club
Jazz Workshop
Latin American Student Association
Major Event Committee
Millennium Leadership Committee
Middle East and North African Cultural Society
Muslim Cultural Society
NARAL Pro-Choice Clark
Newman Association
ONE Campus Challenge
OPEN
Operation: Meditation
Outing Club
Peapod Squad
Philosophy Club
Pool Club
Pre-law Society
Pre-med Society
Psi Chi
Pub Entertainment Committee
Public Health Outreach
Radio of Clark University
Republicans of Clark University
Residence Hall Association
Rising Stars
Salsa Encendida
Science-Fiction People of Clark
Shenanigans
Sinfonia
Sketchy Society
South Asian Students Association
Speaker's Forum
Spree Day
Stir Magazine
Stitch Club
Student Activities Board
Student Alliance of Vegan and Vegetarian Youth
Student Alumni Relations Committee
Student Digest
Student Sustainability Fund
Students Advocating Safe Choices
Students for Akshaya Trust
Students Supporting Soldiers
Students Taking Action Now: Darfur
Tae Kwon Do
The Clark Bars
The Local Root Food Cooperative
The Scarlet
The Whovian Society
TOPICS
Track & Field
Ultimate Frisbee — Men's
Ultimate Frisbee — Women's
Undergraduate Psychology Committee
Unitarian Universalist Fellowship
United Nations Children's Fund
Vagina Monologues
Variant Dance Troupe
Volleyball Club
What's Happening in Worcester
Women's Lacrosse Club
Worcester Collegiate Christian Network
Yoga @ Clark
Young Americans for Liberty
Youth Outreach Worcester

GRADUATE STUDENT ORGANIZATIONS
(overseen by each respective department)

GSOM Clark Women in Business
GSOM Finance Association
GSOM Student Council
GSOM Net Impact
IDCE Committee on Diversity and Inclusion
IDCE Social Change Group
IDCE Social Planning Committee
IDCE Student Association
IDCE SOURCE
Graduate Student Council
Returning Peace Corps Volunteers (RPCV)
UNIVERSITY COMMITTEES

All of the listed committees include faculty, student and administrative members. If you are interested in serving on a committee, contact Student Council (x7452) or the Dean of Students Office (x7423).

Athletic Board: Assists the Director of Athletics, facilitates athletic conferences, reviews athletic policies, and advises on facility use.

Campus Climate Committee: Regularly assesses campus climate for staff, faculty, and students with regard to issues of diversity and inclusion; and periodically reviews and evaluates university harassment and other policies that concern diversity and inclusion, including a review of the implementation of those policies. The committee is composed, at a minimum, of two faculty, two staff, and one graduate and one undergraduate student, and will be chaired by a faculty member; the University’s Chief Officer of Diversity and Inclusion (CODI) serves as an ex officio member. The Committee will report its findings to the CODI and the Committee on Diversity and Inclusion, who will respond with appropriate recommendations and actions.

College Board: Reviews petitions for exceptions to academic regulations, interprets faculty legislation concerning academic issues, establishes grading options, establishes and reviews standards for the completion of degrees, and investigates allegations of plagiarism and breaches of academic integrity.

Faculty Committee on Admissions and Financial Aid: Works with the staff from the offices of Admissions and Financial Assistance to discuss policies and practices connected to these two offices.

Faculty Library Committee: Works with the University Librarian to review library policies and procedures to enhance services at Clark.

Housing Lottery Committee: Meets in the fall to develop the spring housing selection process and to discuss issues related to residential life.

Committee on Diversity and Inclusion (CDI): Works with the Chief Officer of Diversity and Inclusion to recommend, to the President and Provost, programmatic and policy enhancements on issues of diversity and inclusion; members serve as advocates of diversity and inclusion initiatives to the campus community. The committee is composed, at minimum, of two faculty representatives from different disciplinary areas, one administrator or faculty member from an enterprise unit, two staff representatives from nonacademic units, one graduate student representative, and one undergraduate student representative.

Undergraduate Academic Board: Supervises “the educational policies of the College” (according to the Faculty Handbook, April 2010); this is a faculty committee of shared authority whose membership includes six faculty members — representing science, social sciences, and humanities — and two undergraduate students. It makes recommendations to the faculty concerning such policies, and approves major programs and new courses of study offered to undergraduates. Together with the Graduate Board, UAB reviews and approves University-wide procedures for the external review of academic departments and programs. It also advises the President on appointments of Deans of the College.

University Conduct Board: Hears complaints against students related to violations of the Code of Student Conduct.
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STUDENT RIGHTS, RESPONSIBILITIES AND UNIVERSITY CONDUCT PROCEDURES

Clark University, as a private liberal arts university, seeks to provide students with the opportunity for intellectual and personal development in a community setting. To achieve this goal, which includes respect for others’ cultures and perspectives, the student must have a shared sense of responsibility for the safety, health, and well-being of all community members.

The following information applies to all Clark University students. Other members of the community have similar documents outlining their responsibilities. Students who have a concern about a possible violation of their rights should see the Dean of Students. The goals of this section are to: 1) communicate students’ basic rights; 2) outline students’ responsibility to maintain those rights in a Code of Student Conduct; and 3) describe the conduct process used when a provision is violated.

STUDENT RIGHTS

Clark believes that students possess certain rights along with their responsibilities. These rights value both the individual and the community, and provide for student support and protection. At the same time, in order for students to exercise these rights, they must act responsibly, in accordance with University policies and procedures — including the Code of Student Conduct — and with local, state, and federal law.

Rights

- Clark University students have the right to access and control documents outlining their responsibilities. Students who have a concern about a possible violation of their rights should see the Dean of Students. The goals of this section are to: 1) communicate students’ basic rights; 2) outline students’ responsibility to maintain those rights in a Code of Student Conduct; and 3) describe the conduct process used when a provision is violated.

- Clark University students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and procedures of the University.

CODE OF STUDENT CONDUCT

All Clark University students are expected to behave in ways that demonstrate their care, respect, and responsibility for the personal dignity, rights, and freedoms of all members of the community. They should also respect University property and the property of others. Adherence to the provisions of the Code, along with other University policies and laws outside the University, will ensure an environment of academic and personal growth for all members of the University. Since the University expects students to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are specifically identified in this handbook. 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.

HARASSMENT

Harassment includes conduct that has the intent or effect of unreasonably interfering with a person’s life in the Clark community. Examples of harassment may include, but are not limited to, intimidation, threats, stalking, slurs, derogatory graffiti, internet posting, email, text or cellphone communication, or any conduct that endangers the health, safety or well-being of an individual or group. This behavior is a violation of the student code of conduct and will be subject to conduct sanctions.

HATE INCIDENTS

It is the policy of Clark University that all our students, faculty and staff have the right to enjoy an environment free of discrimination and harassment, and shall have equal opportunity in the education, employment, and services of the University. This policy refers, but is not limited to harassment and/or discrimination in the following areas: age; creed; (dis)ability; ethnic or national origin; gender, gender identity, or gender expression; marital status; political or social affiliation; race; religion; or sexual orientation.
Hate incidents include an act or attempted act by any person against another person, group or property that has the intent of hostility toward the victim. Hate incidents may be based on a person’s race, sex, gender, gender expression, sexual orientation, national origin, age, disability, ethnicity, or social/political affiliation. A hate incident includes a definable crime and may include, but are not limited to, threats, physically assaults, or vandalism, including destroying of religious symbols. Hate incidents are not independent events. They are an escalation of a violation of crime or the student code of conduct but cannot stand alone as a violation.

Hate incidents as defined above are not tolerated or accepted within the Clark University community. Please note that not every act that might be offensive to an individual or a group will necessarily be considered a hate incident and/or a violation of the Code of Student Conduct.

**REPORTING A HATE INCIDENT**

If you feel that you are a victim of or have witnessed a hate incident you are encouraged to report it to one of the following University offices:

- **Dean of Students Office**
  Alumni & Student Engagement Center, 2nd Floor; 508-793-7423
- **Office of Diversity and Inclusion**
  Dana Commons, first floor; 508-793-7350
- **International Students and Scholars Office**
  142 Woodland St., second floor; 508-793-7362
- **Office of Residential Life and Housing**
  Higgins University Center, third floor; 508-793-7453
- **University Police**
  Bullock Hall, lower level; 508-793-7575

In incidents where the offending person(s) are identifiable or suspected, the incident should be reported to University Police, Dean of Students Office, and the Office of Diversity and Inclusion. These offices will investigate the allegation/incident. Criminal and/or internal conduct charges may result.

In incidents where the offending person(s) are unidentifiable or unknown, the incident should be reported to the University Police, Dean of Students Office, and the Office of Diversity and Inclusion. An investigation will be conducted. If the offending parties remain unknown, the Dean may inform the community of the incident and include in this announcement an opportunity to address the incident as a community.

**BIAS INCIDENT**

Bias incidents, like hate incidents, involve treating someone negatively because of their actual or perceived age; creed; (dis)ability; ethnic or national origin; gender, gender identity, or gender expression; marital status; political or social affiliation; race; religion; or sexual orientation. Examples of bias incidents include but are not limited to: telling jokes based on a stereotype, name-calling, stereotyping, posting or commenting on social media related to someone’s identity in a bias matter, and altering or removing any faith-based symbol.

**HAZING**

Hazing is any conduct or method of initiation into any student organization, whether on public or private property, which endangers the physical or mental health of any student or participant. Such conduct includes but is not limited to whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance, or any other treatment or forced activity that humiliates, abuses, degrades or endangers the health and safety of anyone of the involved participants, regardless of their willingness to participate. Massachusetts General Law (M.G.L.) chapter 269, section 18 also states that anyone with knowledge that a hazing incident has occurred is obligated to report that incident. Clark University complies with the M.G.L. and National Collegiate Athletics Association (NCAA) regulations prohibiting hazing. Copies of the Massachusetts law and/or NCAA regulations on hazing are available in the Athletic Department, Dean of Students Office, Dean of Graduate Studies Office and the Office of Student Leadership and Programming.

**PHYSICAL ASSAULT**

Physical assault or battery is any unwanted physical contact, or threat of contact, with harmful intent or result, by a Clark student against another individual. Physical assault includes, but is not limited to: attempting or committing an act that causes fear of injury; assault with a deadly weapon or with intent to murder; rape or rob; physical harm against another person; insulting or provoking physical contact, threatening to commit a crime of violence or to damage property; and/or threatening another person with physical harm, verbally or physically.

**ALCOHOL**

Clark University prohibits the use, sale, provision, and distribution of alcohol, except as permitted by law, on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel. The following items and activities are also prohibited on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel. This policy applies to any form of alcohol including but not limited to alcohol.

- Underage persons: A person under the legal drinking age may not possess, consume, be under the influence of, or be in the presence of alcohol.
- Drinking games: Any activity or game that promotes or encourages the consumption of large amounts of alcohol is prohibited, including but not limited to activities such as beer pong, quarters and flip cup.
• Alcohol paraphernalia: The possession of materials used in drinking games or activities that promote or encourage the consumption of large amounts of alcohol is prohibited, including but not limited to beer pong tables, beer funnels, and beer bongs. Paraphernalia may be confiscated by the University.

• Underage possession: The possession of alcohol by a person under the legal drinking age

• Underage consumption: The consumption of alcohol by a person under the legal drinking age

• In the presence of: Students under the legal drinking age are not allowed to knowingly be present in a space where alcohol is being consumed.

• Open containers: Consumption and possession of open containers of alcohol are prohibited in common areas of residential buildings, inside academic and administrative facilities, and outdoors on University property unless alcohol is being served in accordance with legal and University guidelines as part of an approved University event.

• Public intoxication: Committing an offense in a public place while intoxicated to the degree that the person may endanger oneself or another

• Communal sources of alcohol: Communal sources of alcohol, i.e. beer balls, kegs, punches, and Jell-O shots are prohibited.

• Production of alcohol: Brewing or making alcohol is also prohibited in all University buildings.

• Other dangerous conduct: The consumption of quantities of alcohol or sustained consumption of alcohol that interferes with a person’s participation in the college community and/or that pose a risk to the health or safety of students or others is prohibited.

ILLEGAL DRUGS
Clark does not tolerate the distribution, manufacturing, possession, sale or use of illegal drugs or drug-related paraphernalia (i.e. bongs, pipes, etc.), including the improper use of prescription drugs. A student determined to either having recently used, be under the influence of or currently using illegal drugs may be found in violation of this code. Usage may be indicated by, for example, odor, fans, or towels under the door. Infractions that involve the distribution of drugs may result in more severe sanctions. Clark retains the right to report all infractions of this code to local, state, and/or federal authorities. Any student who is in the presence of illegal drugs will be held accountable for possession and/or use depending on the nature and circumstances of the incidents unless it is clear from the incident report and/or information gathered during the hearing that the student was in no way aware of nor involved in a violation of the illegal drug policy.

Despite the adoption of medical marijuana legislation in Massachusetts, the possession, cultivation and use of marijuana remains illegal under federal law and permitting its use at Clark University would be a violation of the “Drug-Free Schools and Communities Act.” Marijuana possession and/or use is not permitted anywhere on the Clark University campus even with a valid prescription. Students with a documented medical reason and valid prescription for the use of marijuana may seek accommodations according to the American with Disabilities Act (ADA) and should contact Student Accessibility Services, Residential Life and Housing, the Dean of Students Office or the Dean of Graduate Studies for more information. These accommodations, if applicable, will not include the use or storage of marijuana and/or related paraphernalia on campus or in University-owned property.

MEDICAL AMNESTY
In cases of intoxication, alcohol poisoning or suspected overdose, the primary concern is the health and safety of the person(s) involved. Individuals are strongly encouraged to call for medical assistance (508-793-7575 from your cellphone, x7575 from an on-campus phone, 911 if you are off campus) for themselves or for a friend/acquaintance who is dangerously intoxicated or under the influence.

No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to the University conduct action for the sole violation of using or possessing alcohol or drugs. This policy shall extend to other students seeking help for the intoxicated student.

The medical amnesty policy does not preclude University or Worcester Police from addressing serious violations of the law should they present themselves during medical intervention and/or hospital transport.

Students who are transported and/or treated for acute drug or alcohol intoxication will be expected to follow up appropriately with a university administrator as defined by the conduct process. Students found to have a significant substance abuse issue may be required to follow up with appropriate support services and/or take a leave of absence from the University to address this health concern. Students who choose not to attend these follow-up sessions may be held responsible for “Noncompliance with University Officials” according to the Code of Student Conduct.

Students who are transported and/or treated for acute drug or alcohol intoxication multiple times during their tenure at Clark University may be required to complete additional follow-up with appropriate services and/or take a leave of absence from the University to address this health concern.
NONCOMPLIANCE WITH UNIVERSITY OFFICIALS
Students are required to comply with reasonable directives or requests from members of the University student staff or University officials acting in the performance of their duties. Noncompliance also includes all acts of dishonesty, including but not limited to personal misrepresentation and knowingly furnishing false information to the University.

IDENTIFICATION
Students and their guests are required to carry proper identification at all times while on University property and are expected to comply with any requests made by University student staff and/or University officials to show identification.

JOINT RESPONSIBILITY
Any student who assists another person in the commission or attempted commission of a violation of the Code of Student Conduct or other University policy may be held jointly responsible. This includes hosting a nonstudent who commits a violation.

CREATING DANGEROUS OR UNHEALTHY CONDITIONS
Creating dangerous or unhealthy conditions for yourself or others threatens the community and are prohibited. Examples of such behavior include but is not limited to:

- exposing others to biohazards such as bodily fluids or wastes
- drugging another person’s food or drink
- possessing or unauthorized use of flammable, corrosive or poisonous chemicals on University premises
- possessing firearms, explosives or other weapons
- tampering with any fire or safety equipment or fixtures
- tampering with door locks, peepholes or emergency doors (including propping of doors)
- inappropriate use of windows (e.g. as an entrance or exit, or throwing things from or out of)
- lending a Clark card or key to allow entry to a residence hall or house

ABUSE OF PROPERTY
Abuse of property may include damaging, destroying, misappropriating, misusing, or improperly accessing/ unauthorized entry to University buildings, grounds, equipment, computing resources, educational materials or the personal belongings of others.

THEFT
Students are expected to respect property belonging to other people as well as property of the University or its affiliates (e.g., Sodexo). Students must never take possession of another person’s property without the express permission of the owner. Violations of this policy include, but are not limited to, theft of University property; theft from a member of the University community or a campus visitor; and/or intentionally, recklessly, or negligently causing damage to the property of the University or an individual. Students found responsible for theft will be expected to provide adequate restitution and will face appropriate conduct action.

APPROPRIATE USE OF CLARK’S INFORMATION TECHNOLOGY SYSTEMS (AUP)
Clark has an Appropriate Use Policy (AUP) to protect the shared computing and information resources for all of campus. Students agree to the University’s AUP when they use any Clark computing resource, including the Clark network. The full AUP is available online at clarku.edu/policies.

DISRUPTION
Students may not disrupt the orderly processes of the University that involve teaching, research, administration, disciplinary proceedings, or other activities. Disruptive actions include but are not limited to unauthorized entry into private offices, work areas, teaching areas, libraries, or social facilities.

It is also a violation to deprive anyone who is exhibiting freedom of expression the opportunity to speak or be heard, to physically obstruct their movement, or to otherwise interfere with academic freedom.

Disruption includes conduct that is disorderly, annoying, disruptive, lewd, overly aggressive, obscene, or which causes alarm.

FORGERY AND UNAUTHORIZED DUPLICATION
The forgery, alteration, or unauthorized possession or use of official documents, records, and instruments of identification is prohibited (i.e. Clark credentials). This includes acts of personal misrepresentation and knowingly furnishing false information to the University. In addition, the duplication of University keys is not allowed.

CENSORSHIP OF THE MEDIA
Censoring the press or broadcast media, which includes but is not limited to impeding the circulation of printed media, is prohibited.

SMOKING
Smoking is prohibited in all University buildings. Smoking outside is only permitted if done at least 20 feet (6 meters) from a building. Students must comply with this policy at all times and are expected to be conscious of where they choose to smoke. Students living in the residence halls or houses should refer to the Residential Smoking Policy on page 27.

The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. In all cases, the right of nonsmokers to protect their health will take precedence over a smoker’s desire to smoke.
RESIDENTIAL COMMUNITY STANDARDS AND POLICIES

In addition to the University policy and the undergraduate and graduate housing contracts, students residing on campus are expected to respect the following standards; these policies are in place to help protect individual rights and freedoms and to promote a safe, comfortable, and enriching living environment for all students.

ANIMALS
Animals or pets (except for fish) are not permitted in residence halls or houses at any time. Fish tanks may be no more than 10 gallons (37 liters) and must be approved by a student's roommate. Animals cannot visit residence halls or be inside a student's room at any time or for any reason. Violations of the pet policy will result in a $50 fine for the first offense and $100 for each subsequent offense. Please see page 37 for more information.

EMOTIONAL SUPPORT AND SERVICE ANIMALS
Service animals, as defined by the Americans with Disabilities Act, are permitted both on campus and within University housing following approval by the Director of Student Accessibility Services and with input from the Director of Residential Life and Housing. Emotional Support Animals, in accordance with the Fair Housing Act, are permitted within University housing following similar approval procedures. All requests for accommodations must be made at least 30 days prior to the arrival of the student to residency.

APPLIANCES
All appliances used or stored in on-campus housing must be UL approved (see Prohibited and Approved Items in the Living on Campus section). For health and safety reasons, the Worcester Health Department prohibits the use of cooking appliances such as hot pots, electric frying pans, charcoal/gas grills, microwave ovens (except for MicroFridge units), popcorn poppers, toasters, or toaster ovens in the residence hall/house rooms. These items may be stored in student rooms, but their use within a private room is prohibited. All University houses and residence halls have kitchen facilities where students may use these types of appliances. Refrigerators that are UL approved and no larger than 5 cubic feet are permitted, but limited to one unit per room. Heaters, air conditioners, dishwashers, laundry machines, and other large appliances that are not provided and/or approved by the University are not permitted. Residential Life and Housing staff reserves the right to confiscate or ask a student to remove a prohibited item from the residence halls/houses.

GAMBLING
According to the Massachusetts General Laws, gambling is defined as any unsanctioned game of chance where currency, property, and/or services are exchanged. Gambling, including taking or placing bets or payoffs, is prohibited.

DEPARTMENTAL REGULATIONS
Members of the community are expected to abide by established regulations. This includes the operating regulations of academic or nonacademic offices, laboratories, and campus departments. Departmental policies are available in this document, on individual websites and/or at the specific offices.

EMAIL COMMUNICATION
The University communicates important information and business via your @clarku.edu email address. Students are responsible for all information sent to this email address.

RESPONSIBILITY OF HOSTS
Hosts must be able to account for the whereabouts of their guests at all times, and hosts assume responsibility for their guest's actions and behaviors. Guests must abide by the rules, regulations, and standards of the campus community. Guests may be asked to leave campus at the discretion of a University official.

EXTERNAL COMMUNITY
Clark students are responsible for their behavior even outside the confines of the University. The University may invoke disciplinary action when notified of violations of federal, state and local laws and/or the Student Code of Conduct, whether violations occur on or off campus.

In addition, students who are studying abroad or away from campus are expected to conduct themselves according to the policies and expectations outlined in the Student Code of Conduct and the Study Abroad “Statement of Responsibility and Release of Liability” contract. Students are also expected to follow the academic and behavioral expectations outlined by their host programs. Students participating in an away or abroad program are subject to disciplinary action by their host programs and/or Clark University. Charges that allege violations of academic integrity while abroad or away will also be reviewed by the College Board, and Clark's typical sanctions may apply. Students should be advised that removal from a study abroad or away program, or the revocation of admission into a similar program under these conditions, may have financial implications for which they will be held responsible. Costs may include payments made by the student in preparation for their travel as well as nonrefundable deposits paid to or by the University and/or its partner programs.
**Furniture**

Each student room contains a bed frame, mattress, desk, desk chair and wardrobe/closet. The furniture that is provided in your room must remain there for the entire academic year. It may not be removed from the building, moved to storage or moved to another room or location. You may not bring your own bed/mattress unless otherwise approved. Lofting of the bed/mattress is not allowed for fire safety reasons. Any additional furniture brought into the space must be California Fire Code approved and is required to be removed by the student who owns the furniture upon their departure from university housing.

Students will be held financially responsible for any furniture that is missing or damaged at the end of the academic year. Furniture is provided in most of the lounges and study rooms in each residence hall and house for the use of all residents, and is expected to remain in its designated location. Removal or misuse of community furniture or other fixtures will result in a $100 fine in addition to any damage, relocation or replacement costs.

**Fire and Life Safety**

In the event of a fire or other alarm, all residents and guests are expected to vacate the residence hall/house and gather at least 40 feet (12 meters) away from the building or where instructed by a University official. No one may re-enter the building without permission from a RLH staff member or University Police officer.

Fire doors may not be propped open and stairwells, hallways, and exits must remain clear of obstructions. Students may not hang items from a smoke detector, sprinkler pipes or ceiling. Disabling or tampering with a smoke detector, sprinkler, fire extinguisher or other safety equipment is a violation of federal law and prohibited.

Fire law forbids the storage of gasoline-containing vehicles (e.g. motorcycles) in, or within 40 feet (12 meters) of, residences. Halogen lamps, lava lamps, candles, incense and oil lamps are prohibited in residential areas. Students may not use extension cords except for UL approved power strips or multi-plugs with internal fuses. Connecting multiple power strips and/or multi-plugs is also prohibited.

Combustibles, corrosives, or flammable liquids and substances of any type (e.g. fuel, kerosene, propane oil, paint thinner, sterno, or charcoal) are prohibited from being used or stored in residential facilities. Students working on art projects as part of their coursework are permitted to possess small quantities of approved materials as long as they are stored safely. Possession, manufacture or use of fireworks or explosives on University property is expressly forbidden. Use of an open flame is not permitted indoors or within 20 feet (6 meters) of a residence hall/house.

Fire and life safety violations are subject to a $100 fine.

**Keys and Security**

Your key and Clark OneCard are property of the University and are on loan to you, exclusively for your own use. Irresponsible use of handling of keys and OneCards, including giving your key or OneCard to another person for the purpose of gaining entry into a residential building or room, is prohibited.Duplication of keys is also not permitted.
Students are permitted one excused lock-out per academic year. A second lock-out will result in an educational meeting with your RLH Professional Staff member. Subsequent lock-outs will result in a $25 service charge.

Granting a nonresident access to a building jeopardizes the security of the residence hall/house and those who reside there. Doors to residence halls/houses cannot be propped open. Individuals who are permitted to access the building will be able to do so with their keys or OneCards, and guests must be met by their hosts at the entrance.

**Kitchens and Cooking**
Students are permitted to cook in the kitchen areas in the residence halls and/or their apartments. The safety of the residence hall community must always be the most important priority for students who decide to use these cooking spaces.

The following kitchen use guidelines must be followed:

1. If you are cooking or baking, you must stay within sight of the cooking appliance(s) you are using. Students cooking in the common area kitchens must never leave the kitchen area while food is being cooked or the oven/burners are in operation. A fire or smoke-related incident that starts because a student was not paying attention to their cooking is not considered an accident, but rather an incident of unsafe and negligent use of the kitchen facility. In these cases, students may be responsible for damage costs.

2. Students who cook and/or use the kitchen facilities are required to clean up that area immediately. Common area kitchens are for the benefit of all community members. Leaving a mess in this area prevents others from taking advantage of this space.

3. Student-owned appliances and other cooking materials must be UL approved and in good, safe working condition. Large knives, deep frying vats and other appliances/utensils that may be considered unsafe in a residential community may be confiscated at the discretion of Residential Life and Housing staff members.

4. The act of cooking is prohibited inside a residence hall or house bedroom and can only be done inside a designated kitchen. Students may not use electric hotplates, skillets, broiler ovens, slow cookers, toasters, sandwich presses, grills, toaster ovens or like appliances in their rooms, but may store these items (unplugged) in their rooms for appropriate use in the kitchen facilities. Students can heat items in a “MicroFridge” microwave in their rooms, but they are still required to take caution and care when using this appliance. Overheated foods like leftovers and popcorn can cause extreme smoke to form in a room or hallway and trigger the fire alarm.

5. Students in areas with secured shared kitchens are only granted card access to these facilities if they follow all safety guidelines. Students who fail to observe these kitchen and cooking safety policies may lose their kitchen access rights for a time deemed appropriate through the conduct process.

**Lounges**
Social and study lounges are provided for the use of all students living in a residence hall or house as places to gather on a spontaneous basis for social and academic pursuits and for RLH programming efforts. No resident or guest may use lounges for sleeping or overnight accommodations. Social lounges may be reserved for group meetings with permission from RLH. Please see Social Lounge Reservation Policy on page 50.

**Maintenance and Damages**
Residents are expected to keep their assigned living spaces in reasonably clean and safe condition. Residents may be held responsible for any repair or replacement costs incurred to the living spaces or furnishings during their period of occupancy.

Damages or vandalism to communal areas of a residence hall or house (e.g., study and social lounges, kitchens, laundry rooms, hallways, bulletin boards, etc.) will result in disciplinary action and financial restitution for repairs or replacement of property. If damages cannot be attributed to specific individuals, costs will be shared among all residents occupying the building at the time of the incident.

Modification of permanent fixtures and furniture in rooms and common areas is prohibited. This includes changing plumbing fixtures, such as shower heads, modifying electrical outlets or fixtures, modifying heating systems, changing window treatments, etc. If you have concerns about the fixtures and items provided by Clark University, please contact Residential Life and Housing or Physical Plant. Only removable adhesives that do not cause damage or leave marks can be used to hang objects on walls. Do not use scotch or masking tape, or pushpins in woodwork.

Trash and recycling may only be disposed of in designated collection areas in and outside of University housing.

**Noise**
For the residential environment to be safe and comfortable, University residents must be respectful and considerate of the rights of other students. Stereos, televisions, musical instruments, radios and other noises must not disturb residents who are sleeping or studying.

Quiet Hours are Sunday through Thursday, 11 p.m. to 7 a.m., and Friday through Saturday, 1 a.m. to 9 a.m. These hours must be observed both inside and directly outside of on-campus housing. During Quiet Hours, noise must be kept at a low level and not be heard outside of a resident’s room/suite/apartment.
Smoking of any substance is prohibited in all on-campus buildings. Smoking outside a residence hall/house must occur at least 20 feet (6 meters) from the building and away from all entrances, windows or exits. Students who are found smoking in, directly outside of, or possessing evidence of having smoked in a residence hall/house (i.e., ashtray with cigarettes, the odor or visible presence of cigarette smoke, extinguished cigarettes, etc.) may be subject to a $100 fine. Subsequent violations will result in a $100 fine and may include administrative relocation or removal from University housing. In cases where tobacco smoke is present at large gatherings, all students present may be held accountable for violating the smoking policy.

Clark University’s smoking policy also includes the use of any electronic tobacco delivery systems, electronic vaping devices, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) (i.e., e-cigarettes).

Students may store hookahs in University housing as long as the hookah is being used with tobacco products only. In order for hookahs to be stored in University housing the hookah must be fully cooled and all flames extinguished. The same guidelines above apply to smoking from a hookah.

WINDOWS AND SCREENS
For safety and security purposes, screens must remain in windows and closed at all times. Objects cannot be thrown from windows. Windows may not be used as an entrance or exit, nor can windows be used to pass materials in or out of the room/residence hall/house.

Students found tampering with or misusing windows and screens will be subject to a $100 fine. Any subsequent violations may result in relocation or removal from University housing.

UNIVERSITY CONDUCT PROCEDURES
University Conduct Procedures The University conduct system shall respond to complaints concerning the infringement of students’ rights and alleged violations of the Code of Student Conduct by students or student groups.

Students who do not wish to bring a complaint to the University conduct system may attempt to resolve the matter informally with the assistance of a member of the Dean of Students staff, a faculty member, counselor, peer, or a member of the University Police Department.

Students wishing to bring forth a complaint against a faculty or staff member should refer to the University’s Title IX Policy.
INVOCATION OF CONDUCT ACTION
Any member of the Clark community may initiate the University’s conduct process. For this to occur, a formal complaint must be submitted to the Dean of Students Office or Residential Life & Housing, in writing, alleging that a student was responsible for one or more specific violations of the Code of Student Conduct. Community members submitting a complaint should also include the names of any members who have witnessed the alleged events so that they can be contacted, at the discretion of Conduct Staff, to submit personal statements. The University may, at its discretion, initiate the University’s conduct process on its own behalf or on behalf of other persons based on the information that is shared.

ADMINISTRATIVE DISPOSITION AND UNIVERSITY CONDUCT BOARD
A complaint that involves a possible violation of the Code of Student Conduct may be handled by the Dean of Students, the Dean’s designee, or the University Conduct Board (UCB), except in sexual violence cases. The University reserves the right to refer cases to civil or criminal authorities for action, rather than resolve the case through the University conduct system.

The University’s conduct process is as follows:
A. A member of the Conduct Staff will determine if conduct action is warranted based on a review of all information provided by the complainant.
B. If conduct action is warranted the case will be handled by either a Hearing Officer or a Board.
   1. In cases where a case is heard by a Hearing Officer, the Hearing Officer will consult with the respondent in a meeting to hear about the alleged incident from their perspective. During the meeting the respondent will determine whether they wish to accept responsibility for the alleged violation(s) of the Code of Student Conduct.
   a. If the student accepts responsibility for the alleged violation(s), the staff member may, when appropriate, impose appropriate sanction(s). The final decision will be shared in writing and delivered to the student via email.
   b. If the student denies responsibility for the alleged violation(s), the Hearing Officer will determine if there is sufficient information available to find the student responsible for the violation(s) regardless of the denial. If so, the Hearing Officer will make the decision and impose appropriate sanction(s). Under this circumstance, the student will have the opportunity to appeal the decision to the Dean or their designee. The student has three (3) business days to send a written appeal to the Chair stating that the processes outlined in the Code of Student Conduct were not followed, or that there is new information that was not available at the time of the original meeting. Appeals of UCB cases are heard by the Dean of Students or their designee.
2. The Conduct Staff member may choose to refer the matter to the UCB for resolution by a Board hearing. Students who are documented for the same alleged violation(s) on multiple occasions will have their hearings referred to the UCB for a Board hearing. For cases in which a sanction of removal from University housing, suspension, dismissal, or expulsion is a possibility, a resolution generally will be made by a full Board hearing or a modified Administrative Board hearing. A student named in a complaint may request a Board hearing, which the University will make every possible effort to grant. Students involved in sexual violence cases will automatically have their hearing referred to the Sexual Offense Hearing Board.

UNIVERSITY CONDUCT BOARD MEMBERSHIP
The entire membership of the UCB includes students, faculty members, administrators, and the Chair of the Board, who is appointed by the Dean of Students or their designee. A UCB has three forms of membership. Full Hearing Boards will consist of students, faculty and staff. Simplified Hearing Boards consist of one or two students and one or two administrators for a total of three members. Administrative Hearing Boards consist of two administrators. Determination of which type of hearing board will proceed is at the discretion of the Dean of Students or their designee. The following procedures apply to all forms of hearing boards, unless specified.
A. The faculty steering committee will appoint faculty members to serve on the UCB Full Hearing Board.
B. The undergraduate student members of the UCB shall typically be selected in the spring semester. A committee consisting of at least one administrator appointed by the Dean of Students or their designee. Student UCB members must be in good academic and disciplinary standing and remain so during the duration of their service.
C. The graduate student members of the UCB shall typically be selected in the spring semester. A committee consisting of at least one administrator appointed by the Dean of Students or their designee and one current student member of the UCB will interview graduate candidates for positions on the UCB. The committee will attempt to ensure diversity of membership. Student UCB members must be in good academic and disciplinary standing and remain so during the duration of their service.
D. The Dean of Students or their designee shall appoint administrators to serve on the UCB. The administrators will rotate their participation at hearings, with one member generally sitting at each hearing. Faculty members serving on the board are appointed the Faculty Steering Committee.
E. A Board member may resign by notifying the Chair in writing.
F. A Board member may withdraw from being assigned to hearing a specific case by notifying the Chair in writing. A member shall withdraw from a case if there is a conflict of interest involved as determined by the Chair.

G. A Board member may be removed from the UCB by the UCB Chair, for cause.

UNIVERSITY CONDUCT BOARD PROCEDURE
A. Upon receiving a referral of a case for resolution, the Dean of Students or their designee will determine that the case be referred to either a Full Hearing Board, a Simplified Board Hearing, or an Administrative Board Hearing. In either case, the Chair will notify all involved students and the Board members of the scheduled hearing.

B. All cases referred to the UCB will be handled as soon as is practical.

C. Both the complainant and the respondent will have a prehearing meeting scheduled for them with the prehearing officer, who is usually the UCB Chair. During this meeting, the Chair will review Board procedure and both parties will have the opportunity to be read the written complaint. In UCB cases the respondent does have the option to accept responsibility and to have sanctions imposed by the prehearing officer.

D. Both parties will have access to review the full case file prior to the hearing. A time will be scheduled by the UCB Chair in advance and the students will be notified during the prehearing of their scheduled time.

E. Both the complainant and the respondent may request the assistance of an adviser, an individual of the student’s choosing from within the Clark community. If the adviser will attend the hearing, their name must be shared with the Chair at least 24 hours in advance of the hearing. During the hearing, the adviser’s role will be limited to consultation with the advisee.

F. During the hearing, normally only the complainant, the respondent, Board members, approved witnesses, and the advisers will be present. Witnesses shall only be present when sharing information with the Board, except at the discretion of the UCB Chair. Once witnesses have presented their information to the Board, they must leave the vicinity of the hearing.

G. The UCB may require the cooperation of any member of the Clark community in providing information during the hearing. However, no member of the University staff with whom the respondent has entered into a confidential relationship can be required to give information arising from that role without the permission of the respondent.

H. During a hearing, the Board will allow the complainant and the respondent to share information and to ask questions of each other directly or through the UCB Chair, at the discretion of the Chair. The complainant and the respondent may also ask questions of witnesses, either directly or through the UCB Chair, at the discretion of the Chair. Names of witnesses being called by either party must be shared with the Chair at least 48 business hours in advance of the hearing. All witnesses must provide the Chair with their written statements 48 business hours prior to the hearing. The Chair will call witnesses to the hearing at their discretion.

I. All information shared at the hearing is recorded; however, the Board’s deliberation is not recorded.

J. If the respondent chooses not to speak at or attend the hearing, the UCB procedures will still be followed and sanctions, if appropriate, will be imposed.

K. The UCB Chair may remove any individual who impedes the conduct process. The Chair will act to promote a civil and respectful proceeding.

L. At any point in time, either the respondent, complainant, or members of the Board may request a short recess. The UCB Chair will determine whether to grant that request and for how long the Board. If a recess is granted, the hearing will begin at the announced time without delay.

M. Hearings invoke an evidentiary standard of “preponderance of the evidence” when determining whether a violation has occurred.

N. Following the completion of the hearing, the Board members shall decide by majority vote whether the respondent was responsible for the violation(s) of the Code of Student Conduct. If the decision is affirmative, the Board members will, by a separate vote, determine the sanction, if one is deemed appropriate.

O. If, in the course of a hearing, information arises indicating a possible violation of another provision of the Code of Student Conduct, the University reserves the right to pursue that in a separate hearing process.

P. At the conclusion of the conduct proceeding the UCB Chair shall share the final decision with the respondent, delivered by email to the respondent’s Clark email account.

Q. The UCB Chair will notify the complainant of the decision and any portion of a sanction that limits contact between the complainant and the respondent.
The student conduct process at Clark University approaches violations from an educational perspective. The Code of Student Conduct encourages personal responsibility and accountability, always being mindful of an individual’s or group’s impact on the community. The sanctioning process provides an opportunity for students to reflect on their choices, the consequences of those actions and make amends to the community.

1. **Verbal Warning**: A verbal warning is typically used in cases where a formal written warning is not necessary due to the severity of the violation. These warnings are documented so that the UCB/hearing officer has a record it took place.

2. **Written Warning**: A letter to a student indicating that they are being held responsible for a violation of policy in the Code of Student Conduct. Typically written warnings are for first-time violations and serve as a formal reminder of community expectations. Future violations may result in more severe sanctions.

3. **Disciplinary Warning**: A letter to a student indicating that they are being held responsible for a violation of policy in the Code of Student Conduct. This sanction will be in effect for a specified period. Should the student again be found in violation of the Code of Student Conduct during this period of sanction, the dean or dean’s designee may impose an additional sanction to reflect a repeated offense.

4. **Disciplinary Probation**: Formal notice that a student’s status at the University is in jeopardy due to one or more violations of the Code of Student Conduct. This sanction will be in effect for a specified period. Should a student on this sanction be found in violation of another policy during the period of this sanction, the dean or dean’s designee may impose a sanction that may include “removal from University housing,” “suspension from the University,” or “expulsion from the University.” While on probation, a student is not permitted to serve as a member of the Student Council, or a standing University committee; as an executive board member of a student organization; or on the residential life or orientation staffs. Students should be aware that disciplinary probation may affect their eligibility to study abroad.

5. **Suspension from the University**: Temporary separation from the University, without financial reimbursement, for a specified period, after which the student may resume their studies without application for readmission. A suspended student may not engage in University activities nor use any University facilities.

6. **Dismissal from the University**: Temporary separation from the University, without financial reimbursement, for a specified period, after which the student may resume their studies after an interview with the Dean of Students, Dean of Graduate Studies and their designee. A dismissed student may not engage in University activities nor use any University facilities.

7. **Expulsion from the University**: Permanent dismissal from the University, without financial reimbursement and without the right to return. An expelled student no longer has the privileges of matriculated students and may not engage in University activities nor use any University facilities.

8. **Family Notification**: When appropriate please be aware that a student’s parent(s)/guardian(s) may be notified of their participation in the University Conduct System. Students are encouraged to discuss their violations with their parent(s)/ guardian(s) prior to their receipt of a letter from the dean or their designee.

9. **Banned from Campus**: For a definite or indefinite period of time the student is restricted from all or a portion of any University premises or University-sponsored activity.

10. **Individualized Sanctions**: Special sanctions directly related to individual cases. These may be imposed in place of, or in addition to, other imposed sanctions. Examples include, but are not limited to:

- Substance abuse counseling and/or education (which may involve a fee for service)
- Restitution (payment for property loss of damage)
- Community service
- Relocation to another campus residence
- Removal from University housing without financial reimbursement, and/or loss of visitation rights
- Loss of guest privileges
- Educational project or essay

11. **Disciplinary Hold**: An administrative hold placed on a student’s record if the student has not completed a disciplinary sanction, or has withdrawn from the University prior to the resolution of an informal conference or formal disciplinary hearing.

**Note**: In cases where alcohol paraphernalia is confiscated, items may be returned. In cases where drugs and/or drug paraphernalia were confiscated items will not be returned by University Police. In addition, confiscated items that are considered illegal in the Commonwealth of Massachusetts will not be returned (certain knives, fireworks, etc.).

**Interim Measures**

At times, it may become necessary to restrict a student’s or organization’s privileges and prohibit contact with specified individuals and take other interim measures. Violation of interim measures is considered a violation of the Student Code of Conduct and may result in University action.
INTERIM SUSPENSION
An interim suspension may be imposed by the Dean of Students or their designee for any of the following reasons:
A) To ensure the safety and well-being of the members of the University community
B) To ensure a student’s own safety or well-being
C) If a student poses a substantial threat of disruption or interference with the normal operations of the University

While interim suspension status is in effect, a student may be denied access to classes, activities, and facilities until the conduct case has been resolved or the review by the provost or their designee has been completed.

NO CONTACT ORDER
A University no contact order is issued by the Dean of Students or their designee. This order is issued when it is believed necessary to protect a person’s safety and preserve a peaceful environment for all students to work, study and live on campus.

CONDUCT REVIEW PROCESS
1. Both a complainant and/or a respondent may request that the University Conduct Board decision(s) be reviewed. In these cases the Provost/Vice President for Academic Affairs, or their designee, will review the Board’s decision on the following grounds:
   - New information, which was not available in the original hearing, is being introduced. In cases where new information is introduced, the Provost or their designee may refer the case back to the Board. Dissatisfaction with the conduct decision or sanction is not grounds for an appeal.
   - Material failure to follow standard procedures as outlined in the Code of Student Conduct.

2. In order to request a review, the respondent or complainant must email the Dean of Students or their designee a written request and the reasons on which the appeal is based within three (3) business days after receipt of the Board’s decision.

3. The Dean of Students or their designee shall have access to the case file when a review has been requested.

4. The Dean of Students or their designee may, at their discretion, meet with the respondent and complainant. They shall have the sole discretion in accepting or rejecting a case for review based on the grounds for appeal stated above, obtaining additional information relative to the case, and upholding, reversing, or amending the sanction or decision of the Board. The Provost or their designee may also request that an ad hoc body review the case and make recommendations prior to making a final decision on the matter.

5. While the decision of the Dean of Students or their designee will be considered to be final, the President of the University reserves the right to amend or alter all administrative and conduct decisions of the University.

CONDUCT RECORDS
1. An electronic file, as well as the hearing tape or transcript thereof, will be maintained by the conduct system on each case presented for a period of five (5) years from the date of the decision. The file will include all related documents and correspondence.

2. All information contained in these files shall be confidential, with the following exceptions: members of the Dean of Students Office/Dean of Graduate Studies staff will have access to the files, Board members will have access to appropriate files through the chair, and the respondent in a case shall have access to their records, if any, and to documents accepted into evidence. If an appeal is made, the entire case file will be made available to the Provost or their designee.

   a. The recording of a Board case can be accessed (limited to listening to the audio recording of the Board’s hearing in a space designated by the Chair) by both the complainant and respondent in order to formulate an appeal.

   b. Information concerning disciplinary action may be made available, as necessary, to other appropriate parties at Clark, including University Police, the Dean of the College Office, the Dean of Graduate Studies Office, the International Students and Scholars Office, the Study Abroad Office, the Athletic Department, Title IX Coordinator and University Counsel. Legitimate requests for “good standing status” from Student Council and University Officials are honored by the Dean of Students Office/Dean of Graduate Studies Office. In addition, students applying to professional schools, transfer institutions, governmental agencies, or the military should know that such information is routinely requested by them concerning their applicants. As part of the application process to these programs students often provide formal permission for the release of confidential information. It will be assumed that a request for a dean’s recommendation provides implied permission for release of this information.
The guest registration survey will remain active until one (1) hour before the start time of the event. The list of all preregistered guests and their Clark hosts will be provided at the door by the Office of Student Leadership and Programming. If a guest has not been registered, they will not be permitted access to the event.

To gain access to the event, a guest must check-in at the entrance with their Clark host. Both the Clark host and guest must present a valid form of I.D. (preferably college I.D.). The host must remain with the guest at all times while at the event.

Late-night social events that are open to Worcester Consortium students only are not required to use a guest preregistration survey. Attendees from Consortium schools must present a valid college I.D. from a Consortium institution (e.g., WPI, Assumption, Holy Cross, Worcester State, Becker, Anna Maria, Nichols, etc). I.D.s are collected at the door and returned when the individual is leaving the event. Consortium students may not bring guests to a Clark event.

The Office of Student Leadership and Programming reserves the right to refuse entrance to any guest and/or their Clark host in the interest of the health/safety of those individuals and/or other attendees. Additionally, the Office of Student Leadership and Programming reserves the right to close entrance to an event (either temporarily or permanently) in the interest of public safety and/or in response to violation(s) of the described guest policies.

Any variations to this guest policy must be cleared through the Office of Student Leadership and Programming. For the benefit of the Clark community, any variations on the I.D. or guest policy must be clearly shown on all publicity materials.

Any event publicized as “open to the public” must obtain approval from the Office of Student Leadership and Programming two weeks prior to the event.

Advertisement of social events sponsored by student organizations is restricted to authorized locations on the Clark campus. See the posting policy on page 49 for specific details.

Any student group looking to use its budget to pay for an entertainer (band, lecturer, etc.) must contact the Office of Student Leadership and Programming (SLP) to make an offer to the entertainer’s agency. SLP must negotiate all contracts. If an entertainer does not have their own contract, the Office of Student Leadership and Programming has contracts to use. For questions, contact the Office of Student Leadership and Programming at x7549.

Room reservations for student organization events must be scheduled through the LINK online system. Organizations that are formally recognized by the University may schedule events. All building/room capacities and University policies must be adhered to for the duration of the event.

All events must end by 2 a.m. Requests for extensions to this policy should be made to the Office of Student Leadership and Programming and the Events Planning Office at least two weeks prior to the date of the event.

If admission is being charged at an event, all proceeds must be given to the student organization sponsoring the event. University Police may be requisitioned and present at the door. Students may not organize events as personal fundraisers. The Accounts Payable office documents receipts of all revenue. Authorization to collect admission to events on campus must be obtained from the Office of Student Leadership and Programming. Social functions are open to Clark students, their registered guests, and Worcester Consortium students, unless otherwise noted. Current college I.D.s are required.

To gain entry into any University event, you may be asked/required to show a current Clark OneCard or a consortium college I.D. (if applicable).

You may sign in one (1) guest under your current Clark OneCard to most student social functions.

Student groups that wish to allow non-Clark students to attend a late-night social event (as determined by the Office of Student Leadership and Programming) must notify SLP ten business days prior to the event.

Clark students may register only one (1) guest per event for late-night social events open to non-Clark students. For such events, the Office of Student Leadership and Programming will provide the event sponsor with a link to an online “Guest Preregistration” survey that is specific to the event. It is the responsibility of the sponsoring club to publicize this link.

The Office of Student Leadership and Programming reserves the right to refuse entrance to any guest and/or their Clark host in the interest of the health/safety of those individuals and/or other attendees. Additionally, the Office of Student Leadership and Programming reserves the right to close entrance to an event (either temporarily or permanently) in the interest of public safety and/or in response to violation(s) of the described guest policies.

Any variations to this guest policy must be cleared through the Office of Student Leadership and Programming. For the benefit of the Clark community, any variations on the I.D. or guest policy must be clearly shown on all publicity materials.

Any event publicized as “open to the public” must obtain approval from the Office of Student Leadership and Programming two weeks prior to the event.

Advertisement of social events sponsored by student organizations is restricted to authorized locations on the Clark campus. See the posting policy on page 49 for specific details.

If a student event requires a security detail, the Office of Student Leadership and Programming must be notified at least 10 days in advance by its organizers. The Office of Student Leadership and Programming and University Police will determine whether one or more officers need to be hired by the sponsoring organization for the event. SLP will make the final decision on whether event security is necessary.
CLEAN-UP AND DAMAGE
Event sponsors are responsible for all clean-up. Any cleaning work done by Physical Plant staff or Dining Services personnel will be charged to the sponsoring group or individual. Event organizers are responsible for returning the room to its original setup at the end of the event. Set-ups done by Physical Plant or University Center staff will be charged to the sponsoring group or individual. Thermostats or radiators are not to be adjusted by anyone except Physical Plant staff.

Any damage to University property resulting from the event will be the responsibility of the sponsoring organization.

EMAIL POLICY
The University maintains a number of comprehensive student email distribution lists for purposes related to official University business, and a limited number of senior administrators have authority to post to them. On rare occasions the Provost, Dean of Students, or Dean of the College may agree to post messages for official student organizations that serve the entire student body (e.g., Student Council) when they are considered of significant importance to most students and are consistent with University business.

It is the policy of the University that all official University business, such as communication with faculty and advisers, billing, financial aid, registration, and graduation clearance, must be conducted with the Clark email system. This means that all students should use their Clark email as their main email address while enrolled at Clark. The University considers students’ Clark email addresses a valid substitute to mailboxes for contacting students about University business and accepts no responsibility for students failing to read their official email.

EVENTS WHERE ALCOHOL IS SERVED
The Office of Student Leadership and Programming must approve serving alcohol at any campus event. The events are subject to the following regulations as well as the policies detailed in previous sections.

1. Events must be held in licensed areas only (Grind Central and the Winton Faculty Dining Room). A permit from the City of Worcester is required for events in any other location (see next section).

2. In general, events where alcohol is served are limited to those of legal drinking age. However, student organizations may request, through SLP, to have an 18+ event involving the service of alcohol. If granted, the event will be subject to additional restrictions to ensure that only 21+ participants are allowed to purchase, possess and consume alcohol. These restrictions can include wristbanding, requiring legal identification in addition to a Clark OneCard for entry, or cordoning off an area within an event for guests of legal drinking age who wish to drink.

3. The service of alcohol during the event must be arranged through Dining Services.

4. A University Police detail is required.

5. Sponsors must provide adequate amounts of nonalcoholic beverages for the duration of the event.

6. Sponsors must also have adequate amounts of substantive food available.

7. No more than one beverage at a time will be served to any person.

8. Alcoholic beverages may not be taken out of designated event location.

9. Alcoholic beverages may not be consumed in public areas.

Events that are held in unlicensed areas require prior approval from SLP and a beverage permit from the City of Worcester. The application process for a permit requires a letter of support from Student Leadership and Programming, a fee of $45.00, and a completed application. A representative from Clark Dining Services must attend a hearing regarding the event and a license may or may not be granted. The process can take up to 45 days to complete. If a license is granted, the same guidelines listed above will be applied.

ALCOHOL BEVERAGE PERMIT
An alcohol beverage permit is required for any function at which alcohol is served. Clark Dining Services holds the liquor license for serving wine or beer at any function held in the University Center. For functions held at other locations on campus or for any function at which hard liquor is served, a permit must be obtained from the License Commission, located in Worcester City Hall. The request for a permit, including a letter from Student Leadership and Programming, must be submitted to the License Commission by Clark Dining Services at least 45 days prior to the event. Dining Services personnel must be contacted for the purchase and service of all liquor and alcohol distributed at the event.

SECURITY
University Police must be hired by event organizers to be on duty for any function where alcohol is served.

ADMISSION
Social functions will be open to Clark students, their invited guests, and Worcester Consortium students with current college I.D. (if so noted). If alcohol is being served, all guests and students will be required to show legal identification as proof of age. The University reserves the right to deny anyone — guest or student — entry to any campus event.
ADVERTISING
Advertisements for any University event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in or attend a campus event. Promotional material shall not make reference to the amount or price of alcoholic beverages available.

VIOLATION OF POLICY
Violation of the University alcohol policy may result in disciplinary sanctions that are outlined in the University policies section of the Student Handbook.

EMERGENCY PROTOCOL: ALCOHOL ABUSE
1. University Police should be contacted when a student becomes agitated, ill, unconscious, or violent due to alcohol or drug use.
2. A student who is found to be minimally responsive to noxious stimuli, or unconscious and unresponsive, will be transported via ambulance to a hospital emergency room. In the case of a student found to be minimally conscious and refusing transportation for evaluation, the University Police officer shall assist and may accompany the student in the ambulance.

HELPFUL INFORMATION CONCERNING ALCOHOL
Whether you are hosting an approved function on campus or a private party off campus, it is imperative that you are aware of your responsibilities as a host. This requires that you pay attention to many details. Here are a few suggestions:
1. Know the facts about alcohol, drinking and driving, your liabilities, and dealing with intoxicated individuals.
2. Be aware of your guests to ensure that they're having a good time — and to be sure that no behavior gets out of control.
3. Serve some nutritious, substantive food. Vegetable platters and fresh fruit are welcome alternatives to typical party foods such as peanuts, chips, and pretzels. Because salty foods increase thirst, they may also lead to increased alcohol consumption.
4. Respect the decision of guests who don’t want to drink or have decided to slow down or stop for the evening. Never encourage guests to drink or to drink more than their personal preference.
5. Stay sober yourself. As a host, you never know when you’ll have to deal with an emergency. Remember that alcohol is a depressant drug. As with other depressants, when used to excess, alcohol can result in cessation of spontaneous respiration and loss of the gag reflex. This can lead to death by asphyxiation or aspiration of regurgitated food. Hosts must consider their responsibility for the well-being of their guests. Parties should be fun, but excessive drinking can be lethal.

PRIVATE RESIDENTIAL PARTIES
(See Parties/Social Gatherings in the Living on Campus section)

CAMPUΣ CHALKING POLICY
Student groups are allowed to “chalk” to advertise events. Please adhere to the following policies:
1. You must send an email to Events Planning, University Police, Student Leadership and Programming, and Physical Plant asking for permission.
2. Once you have permission, you can chalk ONLY on Clark walkways.
3. Chalking on buildings, statues, walls, and/or furniture is strictly prohibited and will be seen as vandalism.
4. You may not chalk on city sidewalks.
5. The group that has the approval to chalk is responsible for washing off the chalk immediately after the event ends. Failure to do so will result in a clean-up charge from Physical Plant.

CLARK UNIVERSITY POSTING POLICY
The Events Planning Office approves and hangs all Clark University flyers, and there are some basic guidelines you need to follow.
1. All postings must bear the name of the sponsoring organization or department, spelled out in full, and the email address or other means of contacting the sponsor. Each flyer must also contain the date, time, and location of the event. The only exception to this policy will be during Student Council elections. During that time, individual candidates may post flyers promoting their candidacy; however, they must adhere to all other guidelines.
2. No flyer may contain references to drugs or alcohol unless it is informational (i.e., alcohol and drug education or awareness information).
3. All flyers must adhere to the “Policy on the Use of the University’s Name,” found on page 37.
4. Flyers may be displayed on designated bulletin boards only. Any flyer found on any other University property will be removed by University employees.
5. Flyers must be firmly affixed to the boards, using either masking or scotch tape or tacks. No other adhesive may be used. Loosely posted notices, especially on the outside bulletin board, tend to fall off and become litter; they will be removed if not hung securely.
6. Only one 8-1/2” x 11” to 11” x 17” flyer advertising a certain event may be posted on any one bulletin board. Flyers larger than 11” x 17” are not permitted.
7. No flyer may cover another, and no flyer should be moved in order to accommodate another.
8. Flyers will be removed when the date of the event has passed.
9. Please have flyers stamped/approved prior to photocopying to prevent having to stamp multiple copies of the same flyer.
10. Additional guidelines for posting in the Higgins University Center and residence halls and houses are listed below. Questions or suggestions concerning the posting policy should be directed to Student Leadership and Programming.

Higgins University Center Posting Policy: Flyers
The following guidelines apply to flyers hung within the Higgins University Center.
1. Flyers may not exceed 11" x 17".
2. No more than five flyers announcing any one event may be posted throughout the University Center.
3. If more than five flyers are found, they will be removed at the discretion of the University Center staff.
4. All flyers to be hung in the University Center must be approved and stamped by the Events Planning Office.
5. All flyers will be hung by University Center employees. Flyers should be turned in to the Events Planning Office by 5 p.m., Monday through Friday, and will be hung later that evening.
6. Flyers may only be hung for two weeks.
7. Flyers will be hung on bulletin boards on the Levitt Concourse, behind the mailroom, and in the 3rd Floor Asher Suite.
8. Flyers MAY NOT be hung on the following areas:
   - Any wall
   - Concrete pillars
   - Railings
   - Windows and window frames
   - Doors and door frames
   - Staircases
   - Mailboxes or surrounding area
9. Only flyers advertising Clark or Consortium events can be publicized in the University Center.

Banners
The Events Planning Office books and approves all banner spots in the University Center. You may book a banner spot to advertise your event/club. The following guidelines apply to all banners hung within the Higgins University Center:
1. All banners must be stamped by the Events Planning Office.
2. Banners may be hung from the railings in the Levitt Concourse.
3. Banners may hang for two weeks prior to the start of the advertised event and must be taken down the day after the event concludes. If you are not advertising an event but just club information, the banner will go up for a 2-week limit. If the banner is not removed by the sponsoring group, the University Center staff will remove and discard the banner at their discretion.
4. If you wish to hang a banner from the Levitt Concourse railing, you must reserve a banner location from the Events Planning Office. There are only 18 locations for banners, so space may be limited.
5. Banner locations may only be reserved once the banner has been made, approved and stamped. Banners can be made in the Craft Studio (UC basement level).
6. Each banner location has a height and width limit of 3 feet (tall) x 5 feet (long). Banners larger than that size will not be approved and/or will be removed. All banners must be hung from the top or second rung of the railing. Banners are hung ONE banner per spot.
7. Absolutely no tape or adhesive may be used to hang the banner. Banners attached to the railing with tape or other adhesive will be removed and any damage will be charged back to the sponsoring organization. String and acceptable hanging materials are available in the Events Planning Office.
8. Banners may not be stored at the Information Desk. They also may no longer be stored in the 3rd Floor Asher Suite.

Residential Life and Housing Posting Policy
(Refer to the Posting Policy on page 49)

Forming an Organization
Clark offers clubs and organizations for a range of interests, from socially active groups to club sports. However, if there is something of interest to you that is not listed, there are easy steps you can take to create your own organization.

Any questions may be directed to the Office of Student Leadership and Programming at x7549.

Fraternity/Sorority Policy
During the 1984-85 academic year the University developed and articulated the following policy of nonrecognition and nonsupport of social fraternities and sororities.

“No resource of the University (physical, personnel, or monetary) will be available for use either directly or indirectly, in any activity or event — open or closed, sponsored or co-sponsored — by any undergraduate or graduate social organization with formal or informal ties to a social fraternity or sorority. As well as social events, this restriction prohibits all proceedings related to rush, pledging, intake, initiating, or otherwise admitting to or maintaining membership in the social organization.

“Historically, the performance record of fraternities and sororities has been cyclical. At the best of times, they have performed outstanding services to society and to their communities; at their worst, they have been centers of organized misconduct and of activities abusive to the human spirit (for example, hazing and pledging rites, alcohol abuse and discriminatory membership policies).
“At Clark, we are not prepared to provide the extraordinary supervision that Greek social organizations require to be maintained as positive, healthy contributors to student life. Furthermore, during the absence of social fraternities and sororities from campus, a number of nonexclusive social and service organizations have developed that do not have the liabilities that social Greek organizations present. Through the Student Council and the Dean of Students Office, the University is committed to supporting nonexclusive, indigenous social and service organizations at Clark and to encouraging the development of others that serve Clark students and that are consistent with our educational philosophy and mission.”

Greek-named organizations recognized by Clark University
- Alpha Sigma Lambda: **Nontraditional Students Honor Society**
- Fiat Lux: **Clark University Academic Honor Society**
- Gryphon and Pleiades: **Senior Leaders Society**
- Phi Beta Kappa: **Highest National Academic Honor Society**
- Beta Gamma Sigma: **National Management Honor Society**
- Phi Lambda Upsilon: **National Chemistry Honor Society**
- Phi Sigma Tau: **National Philosophy Honor Society**
- Phi Sigma Tau: **National Physics Honor Society**

**FUNDRAISING GUIDELINES FOR STUDENT GROUPS**

All University-recognized student organizations can undertake fundraising activities with the prior written approval of the Office of Student Leadership and Programming. Student organizations can fundraise on campus through donations, raffle tickets, selling merchandise, and/or ticket sales to a specific event. Consideration will be given to student groups on a first-come, first-served basis and every effort will be made to ensure that groups are not fundraising simultaneously. Groups must keep a record of all monies raised, and donations must be deposited with the SLP bookkeeper into the respective student organization’s account by the end of each business day.

Student groups can approach off-campus entities for gift certificates, merchandise, or similar in-kind donations. No requests for financial support can be submitted to any organization or individual outside of the Clark community without the prior written approval of Student Leadership and Programming and the Vice President for University Advancement. Requests to seek external funding will only be considered upon a written request by a student organization in consultation with its faculty or staff adviser or, in the absence of an adviser, by Student Leadership and Programming. Off-campus fundraising for non-University programs and activities cannot be undertaken under the auspices of Clark University.

All donations must be used by the student organization for a specific event/goal. No donations of any sort may be used for personal gain by any member of an organization. A list of all monies raised and donations accepted (description and cash value) must be submitted to the SLP bookkeeper at the conclusion of the fundraising activity for those funds to be made available for the organization’s use.

**MISSING STUDENT NOTIFICATION POLICY**

In compliance with the Higher Education Re-authorization Act of 2008, this policy outlines the procedures for reporting, investigating and making emergency notifications regarding any resident student of Clark University who is reported as and believed to be missing.

A Clark resident student is presumed to be “missing” when the student’s absence is inconsistent with established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether the person is at their home or campus residence, and if anyone familiar with the person has seen or heard from them recently or is aware of where they may be.

Any member of the Clark University community (whether employee or student) who is concerned that a member of the University community is missing should contact University Police, 508-793-7575, or the Dean of Students Office, 508-793-7423, as soon as it is determined that the individual is missing as defined above.

**EMERGENCY CONTACT:**
All enrolled students at the University are requested to designate an emergency contact person through CUWeb.

All student have their own student accounts and may enter or change their designated contacts at any time by updating emergency contact information through CUWeb (under personal information/address).

Only authorized campus officials, as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to this information.

**REPORTING AND INVESTIGATING MISSING PERSONS:**
Any report of a missing student will be fully investigated by appropriate University personnel under the joint coordination of the Dean of Students Office and University Police. The assistance of the Worcester Police Department, Massachusetts State Police, or other appropriate law enforcement agency will be sought if such assistance is indicated and deemed necessary by the initial campus investigation.

When a student is reported missing, Clark University may:
- Involve both University Police and the Dean of Students Office in the report and share all relevant information
- Initiate an investigation to determine where the student might be and if the student can be located
• Make reasonable efforts to contact that student via phone, cell phone, email, and an in-person visit to the student’s residence or room
• Contact faculty, peers, roommates, and other University community members to determine the potential whereabouts of the student
• If the student cannot be located and remains missing, Clark University will, according to the law, contact Worcester and/or Massachusetts State Police within 24 hours of the initial internal report
• Notify the emergency contact or legal guardian (for students under the age of 18) of the status of the investigation within 24 hours of the initial report, unless the student has been contacted

In situations that may indicate a serious threat to a student’s well-being, Clark University may notify law enforcement agencies and emergency contact(s) immediately. The Dean of Students Office is required by law to inform the designated contact person of a missing student who resides in University property — or the custodial parent or guardian in the case of a minor — within 24 hours of receiving a missing person report.

NONSMOKING REGULATION
The University Safety Committee unanimously recommended that the Clark campus become an official smoke-free workplace, effective June 1, 1992. Smoking of any type is not permitted inside any campus building, including private offices. Smoking outdoors is only permitted if done at least 20 feet from any building, open window or building vent. Smoking is not permitted in any University hall or house as of fall 2004.

PARKING POLICY
All students who plan to park their cars in Clark University lots must be registered with the University Police Department and display a valid parking decal on the vehicle. Clark offers several parking options including a three-story, gated parking garage, commuter lots, and 24-hour lots. Refer to the parking website (clarku.edu/parking) for decal pricing, rules and regulations, a map of all parking locations, and the 2015-2016 parking application.

PET POLICY
While on campus grounds, all pets must remain leashed and under the control of their owners at all times. It is the responsibility of the owner to immediately and properly dispose of the pet’s bodily waste. Pets are not allowed in any University building. Violations to the University Pet Policy will result in a $50 fine for the first offense and a $100 fine for each subsequent offense. Persistent violations to this policy may result in conduct action for students and appropriate follow-up for nonstudents, guests and employees.

POLICY ON SKATEBOARDING AND TRICK BICYCLING
Skateboarding and trick bicycling is not permitted on any monuments or benches. Such activity should only happen in a way that does not damage University property or interfere with the mobility or safety of individuals.

POLICY ON THE USE OF PHOTOGRAPHY AND VIDEOGRAPHY OF STUDENTS
Clark University and its representatives reserve the right to take and use photographs, as well as record video and audio of students, for the University’s print and electronic publications, website, videos and social media channels. This serves as a public notice of the University’s intent to do so and as a release to the University of permission to use such images in any form or medium, and audio recordings in any medium as it deems fit, in the promotion and publication of information regarding Clark University.

POLICY ON THE USE OF THE UNIVERsITY’S NAME*
1. University officials should consider the following criteria when authorizing the use of the University’s name:
   A) Is the association between the University and the activity, product, or publication accurately represented?
   B) Is the activity, product, or publication, and the manner in which it is associated with Clark’s name, appropriate to the University’s educational mission?
   C) Have satisfactory arrangements been made concerning the interest (if any) to be held by the University in intellectual property and income resulting from the proposed activity?
2. The University’s name, logo, or equivalent may only be used to refer to an activity with prior written approval of officials representing the University as a whole, such as the President, the Provost or the Vice President of Marketing, except as described below. Approval is not required for the following activities:
   A) Stationery, business cards and other materials used by departments or other units in the ordinary course of business
   B) Official publications of the University (e.g., catalogs and related materials of the University and its various departments, including web pages)
3. A name that refers to individual departments or units of the University (e.g., George Perkins Marsh Institute) may be used to identify an activity only with the approval of the responsible authority of the individual department. In addition, prior written approval of the Provost or Vice President of Marketing is required where the use of the name involves:
   A) The sale or distribution, for financial consideration, of a product or service
   B) A financial payment to the University or to any of its departments or other units
   C) A fundraising, advertising, endorsement or promotional effort for any entity other than Clark University or one of its departments or units

4. Faculty members and staff may use the Clark University name to identify themselves (e.g., “Jane Doe, professor of economics, Clark University”). In using or authorizing the use of Clark’s name to identify themselves in connection with activities conducted with outside individuals and entities (e.g., authoring a book), faculty and staff members should assure that Clark’s name is used in a manner that does not imply University endorsement or responsibility for the particular activity, product, or publication involved.

5. No one may register or authorize the registration of any trade or service mark of Clark University in the United States or any foreign country without the prior written permission of the Provost or Vice President of Marketing. Any individual, school or unit that wishes to grant or receive a license for the Clark University name for use on merchandise (such as T-shirts, mugs, calendars, or jewelry) must obtain the prior approval of the Provost.

6. Questions concerning the interpretation of this policy should be referred to the Provost.

*This policy uses the term “name” to encompass insignias as well as names and to refer (unless otherwise indicated) to names and insignias of both the University as a whole and its constituent parts.

**SPONSORED TRIPS POLICY**

Clark clubs and organizations intending to sponsor trips as part of their programs and activities will need permission from the Office of Student Leadership and Programming and will need to complete a Travel Information Form and register the event on LINK in advance of any planned trip. The form includes information on who will be traveling; where, how, and when the travel will take place; and how payment for the travel will be made. These forms are available from the SLP Office.

**STUDENT ACCESS TO RECORDS CLARK UNIVERSITY’S FERPA POLICY**

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that institutions of higher education strictly protect the privacy rights of all students who are or have been in attendance. In practice, this means that information contained in the student’s educational record can be shared only with school officials who have a legitimate educational interest and a legitimate need to know such information to fulfill their professional responsibilities. For these purposes, “legitimate educational interest” shall mean an educationally related purpose that has a directly identifiable educational relationship to the student involved.

1. **SCHOOL OFFICIALS**

   For purposes of FERPA, school officials are those members of an institution who act in the student’s educational interest within the limitations of their “need to know” in the execution of their job responsibilities. Where appropriate, these school officials may, at their discretion, choose to share such information with University faculty or staff on a “need-to-know” basis.

2. **DIRECTORY INFORMATION**

   Directory information is general information contained in the educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information as defined at Clark includes: student’s name, addresses (campus, home, email), telephone listings, photograph; major field of study, dates of attendance, class year, enrollment status (e.g., undergraduate or graduate; full-time, three-quarter time, half-time, or less than half-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and most recent educational institution attended. School officials may, at their discretion, release directory information to third parties unless the student specifically directs that it be withheld by requesting a confidentiality flag on his or her student record.

3. **REGISTRAR’S OFFICE**

   The Registrar’s Office is the keeper of all educational records and treats students’ educational records with the utmost confidentiality. The University Registrar will share nondirectory information about individual students with other school officials on a need-to-know basis or as required by the school official’s job responsibilities.

4. **FACULTY**

   All official records created by Clark faculty in fulfilling their professional obligations (e.g., grades and comments on graded papers) are protected by FERPA. Informal records maintained by Clark faculty (e.g., notes about meetings with students) that are kept under the sole possession of the faculty member, have not been created with the assistance of anyone else, and
are accessible only to a temporary substitute, do not fall under FERPA’s umbrella. Nevertheless, such informal records should be shared with third parties only on a need-to-know basis.

Faculty who serve as academic advisers will have access to their advisees’ academic records. Where appropriate, they will be informed of those actions of the College Board that relate to their advisees. All faculty will have access to a student’s class schedule for the purpose of overriding a registration restriction.

5. ACADEMIC ADVISING OFFICE
The Associate Dean of the College/Director of Academic Advising may share a student’s educational record with members of the staff of Academic Advising when it is deemed appropriate for them to have such information in the execution of their duties.

6. STUDENT AFFAIRS STAFF
The Dean of Students may share a student’s educational record with members of the Student Affairs staff when it is deemed appropriate for them to have such information in the execution of their duties.

7. ADMISSIONS
FERPA does not apply to the records of applicants for admission who are denied acceptance to Clark, nor does it apply to applicants who are accepted but choose not to attend Clark. Admitted students are covered by FERPA once they have enrolled. A student is considered enrolled on the first day of classes.

8. ATHLETICS
Information about the academic status of student-athletes will be shared with the Director of Athletics for the purposes of ensuring NCAA compliance.

The Dean of Students may share conduct information with the Director of Athletics in support of the Athletic Code of Conduct. They may also share information of a serious nature about a student when it is relevant to that student’s status as an athlete.

9. OTHER PERSONS
Faculty and students serving on official University committees where a legitimate “need to know” exists may have access to educational records as related to the duties of the committee. Faculty members of registered honor societies may have access to student educational records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official University capacity that is integral to the educational function of the University. In both cases, the legitimate educational interests of students and the University have been served.

10. OFFICIAL AGENTS
Clark University may share certain personally identifiable information with official agents. An official agent of the University is a person or organization performing a business function or service on behalf of the institution (a function or service that the institution normally would perform itself). All official agents of Clark University have signed an agency agreement which stipulates that they will adhere to FERPA guidelines.

TABLE POLICY
There are seven tables in the concourse of the Higgins University Center. Table 1 is reserved for vendor use only. If a vendor is not using the table, then students, clubs, organizations, faculty, and staff may use it on a first-come, first-served basis. Student organizations must select two members to be responsible for reserving tables with the Events Office, 3rd floor of the University Center (x7471).

Available tabling times are:
Lunch: 11 a.m. – 1 p.m., Monday through Friday
Dinner: 5 – 7 p.m., Monday through Friday

The booking policy for these tables is as follows:
1. Go to the Events Planning Office to book your table times once you’ve submitted your LINK registration form and it was approved (events only). For non-event tabling (e.g., information tabling, club promotion) you are allowed to book tabling without going through LINK. All bake sales (or any sales) at a concourse table must be approved by SLP.
2. You will be allowed to book three table spots (lunch and/or dinner) per week, per group. If you have more than one event for which to advertise, it should be done at the same table. A group cannot book 2 different tables in the same week.

Policies for all tables
1. You must check in with the staff at the information desk promptly at your start time to make sure you are sitting at the correct table.
2. If an organization does not show up for its reserved time, the Events Planning Office reserves the right to cancel the organization’s entire reservation. Repeat “no shows” by an organization may result in the loss of privileges to reserve future tables.
3. Music/noise of any kind must be kept low. Sound carries and disturbs offices and event rooms in the University Center. If the noise is too loud, you will be asked to turn it down or shut it off.
4. After tabling, please remove ALL banners, flyers, and paraphernalia and leave the table empty. Even if you have both lunch and dinner reserved, you have to remove items.
5. The information desk does not have storage space. Please make alternative arrangements for storing your things.
6. A person affiliated with the sponsoring organization must be at the table at all times to answer questions, etc. These people must stay at or near the table. Advertising or peddling by shouting or approaching is not permitted.
subsequent regulations, which prohibit discrimination on the basis of gender in all programs and activities receiving federal financial assistance. Clark University receives such assistance and complies with this law and its implementation of regulation at 34 C.F.R. Part 106 (clarku.edu/antidiscrimination).

To ensure compliance with Title IX, the President of Clark University designates the Title IX Coordinator as the primary contact responsible for developing, adopting, and/or assuring the dissemination of the University’s nondiscrimination policy and for making the policy available to the University community. Lynn Levey is Clark’s Title IX Coordinator and Assistant Dean for Wellness Education.

**CLARK UNIVERSITY’S TITLE IX PROCESS**
clarku.edu/title-ix/title-ix-process

Student:
1. Initial Assessment Phase
Conduct reported. Title IX Coordinator assesses conduct to determine if it creates a threat to students or the community. Title IX Coordinator determines if conduct triggers Sexual Offense Policy (no factual determinations). Title IX Coordinator provides interim measures, if necessary. (If Sexual Offense Policy not triggered, matter referred to appropriate body.)

2. Investigation Phase
Internal and/or external investigators assigned to conduct investigation. Parties informed about right to advisers and other resources. Parties given opportunity to provide information to investigator(s). Parties given opportunity to review/respond to Investigative report. Investigators do not make determinations regarding responsibility or sanctions.

3. Determination of Responsibility
Panel reviews Investigative report. Panel given discretion to question investigator(s) or other individuals regarding Investigative report, but expected to exercise discretion carefully. Panel determines if the Sexual Misconduct Policy has been violated.

4. Determination of Sanction
If Panel determines Sexual Offense Policy was violated, Panel next determines sanction. Sanctions determined on a case-by-case basis and Panel again exercises discretion to consult with others. Range of sanctions include, but are not limited to, expulsion, suspension, loss of privilege, or any other remedial steps.

5. Appeal
Appeals will be granted in the case of a) a procedural error and/or b) newly discovered material information that was not previously known or available.

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7. Your table comes with two chairs ONLY. You will not be permitted to grab other chairs from around the building. If we see your group doing this, you will not be allowed to book tables. You must leave the table/chairs in order upon leaving.

ALL TABLES ARE LABELED — You must be at the correct table as stated on your reservation.

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**TILTON HALL PIANO POLICY**
The piano in Tilton Hall is available for use by students, faculty, and staff when the room is empty. The piano is not to be moved at any time from its location in the corner of the room. The piano is tuned once a year or if requested by an event host (charges will apply). If you are playing the piano and you see an admissions tour, site tour or staff setting up for an event, you are to stop playing and/or vacate the room should they ask.

**TITLE IX**
clarku.edu/title-ix

Clark University commits itself to providing a campus environment where all students are safe from sexual violence, sexual harassment, and gender (identity or expression) discrimination. Clark believes in the power of a strong community, and it is stronger when all students are engaged in relationships based on mutual care and respect. Both in intimate and platonic settings, Clark expects its community members to practice open communication and effective consent.

Title IX of the Education Amendments of 1972 requires all federally funded Universities to prohibit sex/gender-based discrimination on campuses, against all students, including discrimination based on sex, gender identity or expression, as well as sex and gender discrimination in the educational environment. Title IX applies to everyone, including all students, faculty and staff. Historically, Title IX was used to create equal access to sports teams on campuses and in high schools. The language of the statute reads as follows:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Clark University complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibit discrimination on the basis of gender in all programs and activities receiving federal financial assistance. Clark University receives such assistance and complies with this law and its implementation of regulation at 34 C.F.R. Part 106 (clarku.edu/antidiscrimination).

**THE FACULTY AND STAFF PROCESSES**

[clarku.edu/title-ix/title-ix-process](clarku.edu/title-ix/title-ix-process)

**SANCTIONS**

[clarku.edu/sites/default/files/documents/pdfs/student_sexual_offense_policy_final_0.pdf](clarku.edu/sites/default/files/documents/pdfs/student_sexual_offense_policy_final_0.pdf) (Section IV)

Sanctions may include, but are not limited to, one or more of the following: suspension, dismissal, expulsion, probation, reprimand, warning, restitution, education, counseling, no-contact order, restriction from extracurricular programs or activities, loss of leadership opportunity or positions in activities, housing restriction/relocation, and/or restriction from University employment.

**CLARK UNIVERSITY’S CONSENT DEFINITION**

[clarku.edu/title-ix/sexual-offense-policies](clarku.edu/title-ix/sexual-offense-policies)

**CONSENT**

Effective, clear consent is defined as a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions.

- It is the responsibility of the initiator of the sexual activity to ensure that they have the other person's consent to engage in sexual activity.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.
- Consent cannot be assumed because of the existence of a dating relationship between the persons involved or due to the existence of a previous sexual relationship between the persons.
- Silence, in and of itself, cannot be interpreted as consent. Consent must be present throughout the sexual activity by all parties involved.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- The respondent or complainant’s use of alcohol or other drugs does not diminish the respondent’s responsibility.
- Consent may never be given by minors (in Massachusetts, those not yet sixteen [16] years of age), those who have a mental disability, those who are incapacitated as a result of alcohol or other drug consumption (voluntary and involuntary), or those who are unconscious, unaware, or otherwise physically helpless.

Evidence of incapacity may be detected from context clues, such as slurred speech; bloodshot eyes; the smell of alcohol on the breath; shaky equilibrium; vomiting; outrageous or unusual behavior; and/or unconsciousness.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use, and/or distribution of any of these substances is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy.

**TITLE IX VIOLATIONS**

[clarku.edu/title-ix/sexual-offense-policies](clarku.edu/title-ix/sexual-offense-policies)

All Clark University students are expected to behave in ways that demonstrate their care, respect, and responsibility for the personal dignity, rights, and freedoms of all members of the community. They should also respect University property and the property of others. Adherence to the provisions of the Code, along with other University policies and laws outside the University, will ensure an environment of academic and personal growth for all members of the University. Since the University expects students to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are specifically identified in this handbook. 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.

**SEXUAL MISCONDUCT**

Sexual misconduct is any intentional sexual touching of a person, however slight, with any object, without effective consent. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another or any other bodily contact in a sexual manner. Any disrobing of, or exposure to, another person without effective consent is considered a violation of this policy.

**SEXUAL EXPLOITATION**

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault, sexual misconduct, or sexual harassment. Examples of sexual exploitation include, but are not limited to: making public sexual activity with another student without that other student’s consent; prostituting another student; non-consensual video- or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); voyeurism; and/or knowingly transmitting a sexually transmitted infection (STI) or HIV to another student.

**SEXUAL HARASSMENT**

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. This includes, but is not limited to: submission to, or rejection of, such conduct that is made either implicitly or explicitly a term or condition of employment or participation in an education program; submission to, or rejection of, such conduct that is used as the basis for employment or academic decisions affecting a student; such
conducted that has the purpose or effect of interfering with a student’s work or academic performance; or such conduct that creates a hostile or intimidating work or academic environment.

**Sexual Assault**
Sexual assault is any sexual penetration (anal, oral or vaginal), however slight, with any object, or sexual intercourse by one or more persons upon another without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue, or finger, and/or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

**Stalking**
Stalking is a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to a) fear for their safety or the safety of others or b) suffer substantial emotional distress. Stalking behaviors include, but are not limited to: non-consensual communication (including in-person communication, telephone calls, voice/text/email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts, or any other communications that are undesired and/or place another person in fear); following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person; surveillance and other types of observation, whether by physical proximity or electronic means; vandalism; trespassing; non-consensual touching; direct physical or verbal threats against a person and/or their loved ones; gathering of information about a person from family friends, co-workers, and/or classmates; manipulative and controlling behaviors, such as threats to harm oneself or threats to harm someone close to that person; and defamation or slander against a person.

**Retaliation**
The University will not tolerate retaliation in any form against any persons for their participation or involvement in the reporting, investigation, and/or resolution of matters subject to the Sexual Offense Policy. The University will take appropriate steps to prevent and/or address retaliatory conduct immediately. Retaliation includes any acts or words that constitute intimidation, threats or coercion because of that person’s (1) report of sexual and gender-based offense(s); (2) assistance in reporting of sexual and gender-based offense(s); (3) participation in any proceeding under the policy, or (4) protest of sexual and gender-based offense conduct, and which would also deter a reasonable person from reporting or assisting in reporting a violation of the policy, participating in any proceeding under the policy, or protesting of sexual and gender-based offenses. An adverse action does not include minor annoyances or another’s lack of good manners, as those actions will not deter a reasonable person from engaging in the process. The University includes retaliation in its definition of prohibited conduct under this policy, as well as the University’s general prohibition on retaliation, which can be found at https://bit.ly/2JgLoHh.

**Intimate Partner Violence**
Relationship abuse is defined as a pattern of coercive behaviors that serves to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal, and/or emotional. Relationship abuse can occur between current or former intimate partners who have dated, lived together, have a child together, currently reside together on or off campus, or who otherwise connected through a past or existing relationship. It can occur in opposite-sex and same-sex relationships.

Examples of relationship abuse include, but are not limited to: attempting to cause or causing bodily injury by hitting, slapping, punching, hair-pulling, kicking, sexual assault, and/or other forms of unwanted physical contact that cause harm; knowingly restricting the movements of another person; isolating or confining a person for a period of time; controlling or monitoring behavior; being verbally and/or emotionally abusive; or exhibiting extreme possessiveness or jealousy.

**Additional Prohibited Conduct**

**Aiding or Facilitating a Sexual Offense**
Aiding or facilitating a sexual offense means promoting or encouraging the commission of any behavior prohibited under this policy. Members of the Clark community are prohibited both from personally engaging in sexual offenses, and also from engaging in conduct which assists or encourages another person to engage in such misconduct.

**Attempted Violations**
In most circumstances, Clark University will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.

**False Reports**
Clark University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.
**TITLE IX RESOURCES NON-CONFIDENTIAL**

Information may be shared on a “need to know” basis in order to assist in the active review, investigation, or resolution of the report. Identifiable information will be withheld when it is not needed for legal or procedural purposes.

**ON-CAMPUS RESOURCES**

**Dean of Students**
Shaich Family Alumni and Student Engagement Center, 2nd floor, 508-793-7423
The Dean of Students office provides support, assistance, and guidance to students. Complaints that involve possible violations of the Student Code of Conduct, including complaints related to sexual offenses, may be handled by this office.

**Multicultural and First Generation Student Services**
Dana Commons, 1st floor, 508-421-3722
Students of ALANA (African-, Latinx-, Asian/Desi-, or Native/Indigenous-American, Pacific Islander, and Multiracial descent and first generation college students involved in Title IX cases can receive support services and guidance from MFGSS.

**University Police**
Bullock Hall, lower level, 508-793-7575
University Police will investigate the allegation/incident and can assist in filing criminal and/or internal charges if desired.

**Residential Life and Housing**
Asher Suite, 3rd floor of the U.C., 508-793-7453
Residential Life and Housing can assist with room change requests or discuss other housing options. In addition, administrators, professional live-in staff, and student resident advisers are trained to assist victims of sexual offenses.

**Title IX Office**
Shaich Family Alumni and Student Engagement Center, 3rd floor
The Title IX Office oversees reports of sex and gender discrimination, including sexual and relationship violence. Title IX applies to all students, faculty, and staff.

**Title IX Coordinator:**
Lynn Levey, lLevey@clarku.edu 508-793-7194

**Title IX/Wellness Program Manager:**
Elyana Kadish, EKadish@clarku.edu 508-793-7708

**Deputy Title IX Coordinators:**
Holly Dolan, HDolan@clarku.edu 508-421-3772
David Everitt, DEveritt@clarku.edu 508-793-7295
Adam Keyes, AKeyes@clarku.edu 508-793-7162

**TITLE IX RESOURCES CONFIDENTIAL**

Information is unlikely to be shared without the individual’s consent unless there is a threat to the campus community, or in the case of other extenuating circumstances. Efforts will be made to maintain confidentiality.

**ON-CAMPUS RESOURCES**

**Clark University Health Services**
501 Park Ave., 508-793-7467
Confidential physical health services are available to all students, including STI testing and contraception services.

**Confidential faculty members**
Students looking to speak with a professor confidentially can contact one of the following professors through these emails to discuss an incident.
Professor James Córdova jvc.confidential@clarku.edu
Professor Kathy Palm Reed kpr.confidential@clarku.edu
Professor Andrew Stewart als.confidential@clarku.edu

**The Center for Counseling and Personal Growth**
114 Woodland Street, 508-793-7678
Confidential and free individual therapy is available to students, including education regarding normal reactions to sexual assault and relationship abuse and how to cope with distress.

**OFF-CAMPUS RESOURCES**

**Daybreak Domestic Violence Services (YWCA)**
ywcacm.org/domestic-violence, 508-755-9030
Domestic Violence Services at the YWCA provide direct and comprehensive support to survivors of domestic violence, and work to create community solutions that prevent domestic violence and promote healthy relationships. 24-hour hotline; 508-755-9030

**Financial Assistance**
508-755-8601
Confidential assistance may be available for costs related to medical care, mental health counseling, and other expenses through the Victims of Violent Crimes Compensation Program, which operates out of the Attorney General’s Office.
**Medical Services**

These providers can offer physical exams (e.g., sexual assault examinations or “rape kits”) and provide sexual and reproductive health services (e.g., STI and pregnancy testing), in addition to other medical services.

**UMass Medical University Campus**

55 Lake Avenue North, Worcester, 508-421-1750
SANE (Sexual Assault Nurse Examiner) Nurses on call 24/7

**UMass Medical Memorial Campus**

119 Belmont Street, Worcester, 508-334-6481
SANE Nurses on call 24/7

**St. Vincent Hospital**

123 Summer Street, Worcester, 508-363-5000
SANE Nurses on duty 24/7

**New Hope Inc.**

Toll-Free, 24-Hour Hotline at 800-323-HOPE (4673).
22-24 Park Avenue, Worcester, 508-753-3146
(Supervised Visitation & RESPECT Program ONLY)

New Hope is a 501(c)(3) nonprofit organization serving domestic and sexual violence survivors. Since domestic and sexual violence are often intertwined, clients benefit from the full spectrum of programs offered, allowing them to receive domestic and sexual violence services in one place. Services combine crisis intervention, violence prevention, life transition and self-sufficiency opportunities, while promoting behavioral and systemic changes to reduce violence at the individual and community levels.

**Office of Worcester County District Attorney**

courageusa.com/resources/victim-resources/help-for-victims-of-sexual-assault

List of resources for people who have experienced Sexual Assault, Domestic Violence and other crimes.

**Pathways for Change (Rape Crisis Center)**

588 Main Street Worcester
24-hour, toll-free hotline: 800-870-5905
pathwaysforchange.help/pfc

The mission of Pathways for Change, Inc. is to provide quality and multicultural services to those whose lives have been impacted by sexual violence and to provide education geared toward ending violence.

**Planned Parenthood**

800-258-4448
plannedparenthood.org/planned-parenthood-massachusetts

The mission of Planned Parenthood is to protect and promote sexual and reproductive health and freedom of choice by providing clinical services, education, and advocacy, noting that sexual health is essential to every person’s well-being. Planned Parenthood can provide medical care such as, STI tests, pregnancy tests, routine exams, birth control consultations and other general sexual health procedures.

**Violence Recovery Program at Fenway Health**

Western Mass Office: 857-313-6638
Boston Office: 617-927-6250
fenwayhealth.org/care/behavioral-health/violence-recovery

Free counseling and advocacy, specializing in services to the LGBTQ community. Fenway Health’s Violence Recovery Program (VRP) provides counseling, support groups, advocacy, and referral services to survivors of domestic violence, sexual assault, and anti-LGBTQ hate violence. VRP staff have specialized training and experience in working with lesbian, gay, bisexual, transgender and queer (LGBTQ) individuals.

**Worcester Police**

Police Headquarters: 9-11 Lincoln Square, Worcester
For Emergencies: 911 Nonemergency calls: 508-799-8466

**VENDING POLICY**

Given the high demand by external vendors for on-campus sales, the following policies will be enforced.

1. External vendors must contact the Events Planning Office (508-793-7471) to schedule sales dates.
2. Vendors will be limited to no more than two dates per month.
3. A contract will be issued that outlines specific vending information.
4. Fees must be paid upon arrival.
5. Clark students in “for-profit” ventures will be expected to follow the same guidelines as external vendors.

The University reserves the right to deny any vendor request and/or cancel future dates.

**INFORMATION DISTRIBUTION**

To schedule tables for ticket sales and/or information distribution, on-campus groups must contact the Events Planning Office (x7471). Spaces are available on a limited first-come, first-served basis. Every attempt will be made to accommodate the request.
JURY DUTY IN MASSACHUSETTS

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, every U.S. citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.

There are no student exemptions from jury duty. Like all jurors, students may defer their service up to one year from the original date.

Massachusetts residents who study in a different county in Massachusetts may receive a summons from the county where their school is located. For example, a Boston resident (from Suffolk County) who attends Clark University (in Worcester County) may be summoned to appear for jury duty in Worcester County. It is possible for students to receive two summonses, one from their home county, and the other from Worcester County. College students must serve in response to only one summons, whichever one was issued first.

Out-of-state students attending Clark who live here for six months of the year or more are eligible to serve in Massachusetts. This often comes as a surprise to out-of-state students, who may come from a jurisdiction where only permanent residents of that state are eligible to serve.

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Clark University supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. The Dean of Students Office may also be able to assist in making arrangements for missed class time due to jury service by confirming your summons with your professors. Students may be required to furnish their summons notice or their certificate of service when making these arrangements.

If you have any questions about jury duty, please contact the Office of the Jury Commissioner (1-800-THe-JURY). Further information can also be found at massjury.com.

VOTER REGISTRATION

Registered to vote? Why not?
Visit worcesterma.gov/e-services/document-center/elections to learn more.
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LIVING ON CAMPUS

More than 1,750 undergraduate and graduate students reside in the University’s eight residence halls and 14 houses. On-campus housing is managed by the Office of Residential Life and Housing (RLH), seven professional staff members, and 42 undergraduate resident advisers (RAs); staff provide leadership, guidance, and opportunities for residents to involve themselves in the campus community.

RESIDENCY REQUIREMENT

Students entering college for the first time must live on campus for their first four semesters at Clark. Exceptions to this policy must be granted by the Office of Residential Life and Housing and are only made if the student will be living with a parent or legal guardian and the primary residence is within the city of Worcester. Students who transfer into Clark as juniors or seniors are not required to live on campus, but are certainly invited to. Those who transfer in as first-years or sophomores must live on campus until junior status is reached. Students reaching junior status in the middle of the year, however, are reminded that their housing contract extends through the academic year, and they are expected to remain on campus for the entire year. Questions about this policy should be directed to RLH.

OFFICE OF RESIDENTIAL LIFE AND HOUSING

The goal of this office is to provide a living environment that allows for academic pursuits, interpersonal interactions, educational opportunities and social events. It encourages freedom of action and self-expression within the context of community responsibility.

ASSISTANT DEAN FOR CAMPUS LIFE

The Assistant Dean for Campus Life provides the overall supervision and direction for Residential Life & Housing and Student Leadership & Programming. The Assistant Dean works with the director, assistant director, hall directors, and resident advisers in RLH to assess the needs of students and to provide services that fulfill the University’s mission as well as that of the department. Additionally, the Assistant Dean serves as a chair for the Sexual Offense Hearing Board, working to support all students in their success at Clark.

ASSISTANT DIRECTOR OF CAMPUS LIFE

The Assistant Director of Campus Life is responsible for developing a cohesive approach to the residential experience by building a responsive programming model grounded in assessment. They oversee the department’s efforts in marketing, social media, and education, which includes mentorship, training, in-services, and residential governance programs. This individual is responsible for the RA recruitment and selection process, and ensures that the operational elements of RA programming are supported. The Assistant Director also oversees the first-year and transfer program in collaboration with the hall directors of these units.

HALL DIRECTORS

Hall Directors are professional staff members living in the residence halls, and are committed to the growth and development of residential college students living in their respective areas. Hall directors supervise the resident advisers within their areas, advise residents on personal and/or academic concerns, promote hall programs and activities, advise their hall council, and manage many aspects of residence hall life within their specific hall or residential center.

RESIDENT ADVISERS

The Office of Residential Life and Housing employs undergraduates as resident advisers (RAs) in each of the eight residence halls. RAs, who are paraprofessional staff members, create and maintain a sense of community on the floor and in the hall by initiating and encouraging campus and hall/house programs; answering questions and referring students to different campus services; advising residents; addressing inappropriate behavior; and helping to interpret University policies and procedures.

RLH OFFICE MANAGER

The Office Manager runs the central office, oversees student employees, coordinates appointments, and facilitates communication among staff, students, parents, and other community members. This position is also an active participant in the budget process, RA programming logistics, and hall governance.

RESIDENCE HALLS AND HOUSES

BUILDING ACCESS AND SECURITY

University residence halls are secured by a computer-controlled card entry system; residents use their Clark OneCards to enter. An alarm will sound at University Police if one of the outside doors is kept open longer than is reasonable for entry. Individuals who prop doors open jeopardize security. Wright and Bullock halls are first-year-only living areas and access to these buildings will be limited to first-year students. All residential students have access to mixed or upperclass halls except for during quiet hours, when access is limited to a student’s assigned residence hall. (see page 27). Students who would like to visit a resident of another building during quiet hours should call ahead or use the call box located at the front entrance of each residence hall. All guests of a residence hall should be escorted by a resident of that building.

University houses are locked 24 hours a day; residents’ room keys unlock the front door. All residents are strongly encouraged to keep their room doors locked while they are out, asleep, or otherwise not able to control access to their rooms.
The University cannot assume responsibility for the theft of or damage to personal property. Any loss of personal property should be reported to University Police by calling 793-7575 (x7575 from your room phone). You are encouraged to purchase renter’s insurance or to have your personal belongings covered under your parents’ or guardians’ homeowner’s insurance, if possible.

**Building Opening, Closing and Breaks**
The occupancy period begins at 10 a.m. one day before the start of classes for returning students and 9 a.m. on the day of orientation for new students. University residence buildings close at noon on the day after final exams for both fall and spring semesters. All students should vacate their rooms 24 hours after their last exams, although graduating seniors may remain in their rooms until noon on the day after Commencement. Students are responsible for knowing the posted dates for closing and breaks.

If you wish to remain in your residence hall/house during the October, Thanksgiving, and March break periods, you may do so, but the halls and houses will be closed during winter break. Students who need to stay on campus during winter break may elect to do so, for an additional charge, at the discretion of RLH. Blackstone Hall residents may remain during winter break at no charge, but only with RLH permission. Students may elect to arrive up to 48 hours early (or leave 48 hours late) for a fee of $50 per day ($75 per day if requested less than 7 days in advance). Students who arrive on campus early, without prior approval, will be charged $150 per day if they wish to stay on campus. Rooms must be vacated at the end of the academic year, which means that all personal belongings must be removed from the room by the established deadline.

**Collections/Drives**
Individual students and student groups may collect items for donations in on-campus housing with permission from the RLH office. All individuals or groups seeking to hold a collection or drive in a residence hall must respect the following guidelines:

- Each residence hall has one location for the placement of collection boxes; a list of locations is available from RLH.
- Only one collection/drive may occur at a given time.
- Collections are scheduled by week. Multiple weeks may be requested, but will be limited to two (2) weeks if there is another request.
- Boxes may be placed beginning on Monday morning of the first week and must be collected by Sunday evening of the final week. Any boxes not collected by Sunday may be discarded by RLH or Facilities staff.
- Collection boxes must be provided by, monitored, emptied, and collected by the requesting group or individual.

To schedule placement of a collection box, visit the RLH office or email ResLife@clarku.edu.

**Duty Hours**
While classes are in session, a resident adviser is on duty in each residence hall, every night from 9 p.m. until 7 a.m. Signs are posted in the buildings to indicate who is on duty and how they can be contacted.

From 9 p.m. to midnight, Sunday through Thursday, and from 9 p.m. to 2 a.m., Friday and Saturday, the RA on duty is in cell phone contact with RLH professional staff and University Police, and is available to assist residents, enforce quiet hours, and perform building rounds. After these hours the RA is available to respond to emergency situations in the building.

**Emergencies**
In the event of an emergency in your residence hall or house, immediately call University Police (x7575).

**Fire Drills and Evacuations**
Fire drills are held periodically, and all residents and guests are expected to leave the building during these drills. You should be aware of the quickest and safest ways out of the building; RLH staff will provide this information at the beginning of each semester.

During fire drills, RLH staff and University Police will check all rooms to make sure that all students have evacuated the building, and to note any fire safety issues.

**Housing Contract**
The housing contract you have signed is a full-year agreement. You are obligated to reside in University housing throughout the period of time designated on your contract. You may apply for a request to be released from your contract, but there must be substantial documentation that supports your request. The “Housing Appeals” form is available on the RLH website under “For Current Resident Students.” Granted housing appeals are subject to a $1,000 cancellation fee.

**Laundry Facilities**
All University residence halls and houses have washers and dryers. Unlimited cold water washing and drying cycles are an included amenity for residential students only. Hot water washing is available for 50 cents. Non-resident students found using washing machines or dryers in a University-owned property will face conduct action and be fined $50. Large residence halls have online access to track available washers and dryers. As a courtesy to others, if you find that one of the machines is broken, contact your RA, the RLH office (x7453), or go to automaticlaundry.com to report the problem.

**Lock-out Policy**
The lock-out policy ensures the safety and security of all residents by immediately replacing lost keys. Residents who become locked out of their rooms and cannot reach a roommate or suitemate to let them in should contact University Police or an RA.
Guidelines have been established to help student groups and organizations advertise their events while maintaining a respectful and clean residence hall environment.

Before they may be posted in residence halls or houses, all signs to advertise events must be stamped, initialed, and dated by the Office of Residential Life and Housing Higgins University Center, third floor) or by Student Leadership and Programming. All signs should include the date, time, and event location, admission charge (if applicable), and contact information. Announcements cannot advertise alcohol. Any signs/announcements that are considered to violate the Code of Student Conduct will not be stamped.

Any office or student group that would like posters/signs displayed in residence halls or houses should complete the following steps:

1. Bring 9 copies of posters/signs to the RLH office between 8:30 a.m. and 5 p.m., Monday through Friday.
2. After they have been stamped, posters/signs will be given (by RLH) to the person in charge of each building or house.
3. Posters/signs will be hung on Monday and Thursday of each week.
4. Posters/signs will be hung on a bulletin board in the main lobby area. Posters/signs found anywhere else in the building will be taken down immediately.
5. RLH staff will remove all flyers once events have taken place.
6. Only RLH staff may hang posters/signs in areas other than the main bulletin boards. Any unauthorized posters/signs or items not posted by RLH staff will be removed.

If you notice any of these things not happening as indicated, please contact the Office of Residential Life and Housing so that any problems can be addressed.
Social Lounge Reservation Policy

The Office of Residential Life and Housing recognizes campus organizations’ need for meeting space. While the office will try to accommodate organizations as much as possible, social lounges within the residence halls are a place for the residents of that building to gather on a spontaneous basis or to be used for programming. Taking all of this into consideration, RLH has established the following guidelines:

1. Call the RLH office (x7453) at least one week prior to the event and ask to speak to the professional staff member for the building in which you would like to reserve a space.
2. Only social lounges will be available for use by campus organizations. Study lounges may not be reserved. Recurring reservations may not be granted.
3. If a group is meeting in a social lounge without a reservation, the group may be asked to leave if there is a conflict.

Storage

Residential Life and Housing does not offer on-campus storage for personal belongings. Clark University has partnered with Collegeboxes Inc. to provide all Clark students the opportunity to store their belongings as easily as possible.

Collegeboxes, which operates the largest storage operation for college students in the country, provides you with boxes and materials you need to ship or store your items during summer break. Visit collegeboxes.com to learn more about the service and pricing.

About Your Room

Damage Charges

A room-condition card will be completed by the Residential Life and Housing staff before you move in and after you move out. You should review this card upon check-in to confirm the information and provide additions to your RA if needed. You are liable for damages sustained throughout the year and may receive a damage bill in June.

Residents are also responsible for damages in common areas, including (but not limited to) suites, kitchens, lounges, hallways, and stairwells. When common damages are found or vandalism is committed, a reasonable attempt will be made to determine the responsible individual(s). If the person(s) responsible is not identified, the cost of repair/replacement will be assessed to all residents of the building/floor/area.

Entering Rooms

University staff reserves the right to enter and inspect room(s) as needed for the purpose of verifying compliance with health and safety standards, to investigate probable violations of the Code of Student Conduct, for inventory purposes, and for making necessary repairs to rooms and furnishings periodically throughout each semester.
HEALTH AND SAFETY INSPECTIONS
Periodically, the Residential Life and Housing staff inspects each room to ensure the safety of the buildings. During the winter break, all electrical appliances are checked to confirm they are unplugged (with the exception of micro-fridges) and windows/shades are closed. Prohibited items found in a student’s room or suite during inspections will be confiscated and conduct action may be taken. Resident advisers will conduct at least one health and safety inspection per semester in University-owned houses. These are in addition to closing inspections and fire alarm testing.

ROOM ASSIGNMENTS
First-year and transfer student roommates are assigned by taking into account complementary lifestyles. Assignments are made regardless of race, religion, place of origin, sexual orientation, or intended majors. All University-owned housing is nonsmoking, but since some students may smoke outside their residence halls, students are matched as smoking or nonsmoking roommates, when possible.

Each spring a room selection process is held to allow students to choose their housing assignments for the following year. You will receive information in February regarding the housing selection and lottery process.

Sophomores, juniors, and seniors living in University housing may select to live with a roommate of a different gender in accordance with the gender-neutral housing policy.

Single rooms are selected on a seniority basis. Any student needing to request a single room for medical reasons must submit the following:

1. A letter stating the specific medical condition and the specific housing need that it requires
2. Documentation from a medical professional supporting the request

A committee comprising representatives from RLH, Student Accessibility Services, and Health Services will review the information. Information about the request and medical condition will only be shared with appropriate University staff. A response to each request will be communicated by mail.

Please note: A granted request will guarantee that a regular single accommodation will be available; however, the location of that room is not guaranteed, unless related to the medical need. Medical singles are charged at the same rate as nonmedical double rooms.

ROOM CHANGE/CONSOLIDATION
There is a “room freeze” in effect during the first two weeks and the last two weeks of the fall semester, as well as the first two weeks of the spring semester and at the start of room selection process. Otherwise, room changes can occur at any time during the semester with the approval of the Office of Residential Life and Housing. Please come to the RLH office or visit its website for the required forms. It is the expectation of RLH that all prospective roommates be treated fairly and respectfully.

Residents participating in unauthorized moves will be required to return to their original assignments and may be referred for conduct action.

After the room freeze period, a sole occupant of a double room may be required to consolidate, if space requirements demand it. Residents who are required to move to a new room, or who will be having a new roommate move into their room, will be notified in writing when they should complete the necessary paperwork.

ROOM MAINTENANCE
You are responsible for the care and general upkeep of your own room. A vacuum is available in each residence hall for student use; ask an RA if you’d like to borrow it. Please be sure to return equipment promptly so that it will be available to other students. Lost or damaged vacuums may not be replaced immediately.

Only sticky tac, masking tape, or push-pins should be used to hang objects on walls. Hooks, nails, and mounting tape should not be used on walls or ceilings and you will be responsible for the cost of repairing any damage they cause.

If you believe your room needs maintenance or repairs, complete an online work request online at tmaweb.clarku.edu or call Facilities Management at x7566.

ROOMMATE AGREEMENTS
All new first-year students who share a room are expected to complete a roommate agreement within the first three weeks of the fall semester; this facilitates communication about the expectations roommates have of each other. Returning students are encouraged to complete a roommate agreement.

Communication is the key to a successful living environment for roommates; therefore, mediation will be the first step in addressing roommate issues. RAs and RLH staff are available to facilitate the mediation process. If, after mediation, roommates are found to be incompatible, the Office of Residential Life and Housing reserves the right to move one or all roommates to a different location.

PAINTING/ALTERATIONS
Residents are not permitted to paint or permanently alter their rooms, doors, or common areas. Contact the Facilities Management office if you believe your room needs painting or repairs. Students who paint on walls, doors, or furnishings, or who otherwise alter the appearance or structure of their rooms without permission, will be charged for the cost of restoration.

TELEPHONES
All residence halls and University houses are equipped with a working telephone in a common location for local and emergency calling. Phone jacks are available in residence hall rooms by request. Cellular service is available across most of campus from the four major cellular providers (Verizon, AT&T, Sprint, and T-Mobile).
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LIVING OFF CAMPUS

At Clark University, the majority of students live on or very close to campus. While first- and second-year students are required to live on campus and in University-owned housing (unless they meet the criteria to be commuters), juniors, seniors and graduate students can choose to move off campus and live in the Worcester community and Main South neighborhood. We understand that part of your growth and development may include gaining experience living in a more independent and autonomous environment like a shared apartment.

Clark University and the City of Worcester have collaborated to help foster a healthy and safe environment in the neighborhoods surrounding our campus. When you move off campus, you are moving into the “city,” even if your new apartment is only a few steps away from Clark property. We expect that you will consider yourself as much a resident of Worcester as you are a student at Clark University. As a member of the Worcester community, you have the additional obligation of knowing — and respecting — the rights, responsibilities, ordinances and laws that accompany your new role as an off-campus student. Your transition from University-owned housing to more private living arrangements presents unique challenges.

This section provides valuable information about being a good neighbor and responsible renter to students who are, or who are thinking about, living off campus. Clark University and the local Main South community must be equal partners in ensuring a quality living experience for all. Off campus, Clark students play an integral role in the Main South neighborhood, and we hope you will make a positive impact on the community.

Off-campus students are expected to comport themselves according to all local and state laws and live within the expectations outlined in the Code of Student Conduct. Off-campus students who violate any policy or law may be subject to disciplinary action through the conduct system.

OFF-CAMPUS RESIDENCY POLICY

Students entering college for the first time must live on campus for their first four semesters at Clark. Exceptions to this policy must be granted by the Office of Residential Life and Housing for their first four semesters at Clark. Exceptions to this policy must be granted by the Office of Residential Life and Housing for their first four semesters at Clark. Students entering college for the first time must live on campus.

Clark University expects all students to complete their residency requirement. Only students who are eligible to live off campus, or who have successfully appealed their current housing status, should sign a private lease. Signing a lease with an off-campus landlord will not exempt a student from their residency requirement and should only be done when a student is certain that they have completed the required four semesters on campus.

LIVING IN THE NEIGHBORHOOD

Your actions, and those of your guests, are judged — partially — by the way you interact and relate to your neighbors and the local community. Many of the off-campus residences frequented by Clark students are nestled within the vibrant and diverse urban community of Main South. As a result, it is not unusual for student apartments to be located next to or very close to apartments that are home to families and residents who are not affiliated with Clark. Students should understand that our neighborhood is a blended one and not all residents will be accepting and/or tolerant of behavior that might be common in a residence hall or campus environment (i.e. staying up all night, larger gatherings, etc.). As a result, Clark University asks its off-campus students to consider the following suggestions for establishing a considerate and positive relationship with your new neighbors:

1. **Meet your neighbors and introduce yourself.** This simple first impression will help establish an immediate relationship with those who live around you. Provide your closest neighbors with a contact number where they can reach you if they have a concern, question, or problem.

2. **Keep your property clean.** Even though you are renting, you will be responsible for basic upkeep in and around your apartment. If driveways, walkways, and other visible spaces are littered with trash and debris, neighbors are sure to notice. How your property looks often determines what others think of you and the type of behavior you might be engaged in. This can lead to conflict with your neighbors, your landlord, and local authorities.

3. **Consider informing neighbors of your gatherings.** It’s important to know who your neighbors are and how they live. Not everyone is a college student with the privilege of having afternoon classes and weekends without time commitments. If you are living next door to a resident who needs to go to bed early or cares for a young child, you may find them sensitive to noise and disruption. Upset neighbors have the right to complain about unruly behavior, so any effort you take to better understand how you can live in harmony with those around you will make for a more positive living experience.
4. Park legally. Parking is tight in and around this neighborhood. All residents are looking to park their vehicles close to their own apartments. If you park illegally or irresponsibly, you should expect to be towed. Please refer to the “Parking” section to better understand the local laws for parking throughout the year.

5. Watch and monitor your noise. Noise is the single most common complaint and concern for neighbors. Keep music down and windows closed. Try to keep guests inside your apartment and end gatherings at a reasonable hour.

University Jurisdiction Off Campus
Clark University Police do not have jurisdiction over property not owned by the University. As a result, Worcester Police will be contacted to address any complaint or incident at your off-campus residence. Because of their excellent and collaborative relationship with Worcester Police (WPD), University Police (UP) may be contacted by WPD to assist them when dealing with an off-campus incident that involves Clark students or properties where Clark students are known to reside. As a result, it is not uncommon for off-campus students to be approached by both WPD and UP if they are involved in questionable behavior. Off-campus residents need to understand that they are residents of Worcester and are subject to the laws and ordinances of the Commonwealth of Massachusetts and the City of Worcester. Illegal activity may be subject to a monetary fine, civil citation, or arrest. Students who are confronted by WPD and/or UP for off-campus issues may also be subject to on-campus conduct proceedings.

Worcester Noise Ordinance
The City of Worcester has its own policy concerning noise and expectations related to the volume of any activity originating from a private residence or vehicle; the policy considers excessive or unnecessary noise as a “threat to the health, welfare, safety and quality of life of the public.” As a result, Worcester has developed and passed strict legislation to govern the ambient noise levels within the city: No person or “electronic reproduction device” (radio/MP3 player) shall create a sound that can be heard 25 feet from the item generating the noise or the property containing the person(s)/sound device. Generally, this means that if noise can be heard on the sidewalk outside of your apartment, you may be violating this ordinance and, therefore, could be subject to complaint and action by WPD.

In addition, the City of Worcester has determined its own set of “courtesy hours” indicating that loud noises that bother or disturb the ambient quiet between the hours of 9 p.m. and 7 a.m. on any day of the week will not be tolerated and will be subject to a $50.00 fine and/or the possibility of arrest.

Also, no sound emanating from a vehicle (moving or parked) should be audible at a distance of 50 feet from that vehicle.

Please understand that living off campus means understanding how a neighborhood community operates. Because not everyone in your vicinity is attending Clark, the noise policies are actually more strict than you would find within the residence halls or University-owned houses.

Noise complaints remain the most common issue for our neighbors and our students. Please be careful and respectful of others when considering the amount of noise you generate and the time of day when you make this noise.

Parking
Parking in the city — especially near or close to your private residence — can be extremely stressful. Many students choosing to live off campus will continue to pay for an on-campus parking decal to guarantee themselves a parking space. Off-campus students should understand that parking on campus without a decal is a violation of Clark’s parking policy, and may be subject to a fine and/or removal of your vehicle at your expense.

If you live off campus and wish to park your car in the neighborhood, please follow all posted parking guidelines and restrictions. The Parking Enforcement Department of Worcester patrols the neighborhood regularly and will fine and/or tow your vehicle if it is parked illegally. Each year, the city will post notices of “street sweeping” and restrict parking on certain streets at specific times. The city will tow your vehicle if you disregard these notices.

During winter months, students should be aware that the city will declare “winter parking bans” that make parking on certain sides of the street — or parking on the street at all — illegal (depending on the street and where you live). Students living off campus should check telegram.com to see if a parking ban is in effect, or sign up with the City of Worcester (worcesterma.gov/e-services/winter-parking-ban) to receive parking ban alerts via text messaging or Twitter (@SnowParkingBan).

AlertWorcester
As a Worcester resident, you may want to register to receive important health and safety alerts that impact the city. This may include severe weather emergencies, missing person notifications, or unexpected road closures. If you are interested in receiving these alerts, please visit worcesterma.gov/emergency-communications.
Finding an Apartment

It is important to consider a number of factors before you begin your apartment search and sign a lease that legally binds you to live in and/or pay for a particular room or apartment for a fixed period of time.

1. Are you ready to live off campus? Living on campus provides you with all the amenities you need to be a successful student. There are many hidden costs associated with moving off campus—costs you don’t have to worry about when you live on campus. These include wireless access, all your furniture (do you want to buy a bed, mattress, desk, etc.), 24-hour security, Facilities repairs, guarantee of emergency housing should something happen to your room or building, phone, electricity, expanded cable TV, laundry facilities, hot water, and heat. It may seem less expensive to live off campus when you look at your shared monthly rent costs, but be sure you have considered all the “extras.” Don’t move off because you think everyone else is; you will have the rest of your life to live “off campus.”

2. Review your finances to determine how much you can afford.

3. Talk openly and honestly with the people with whom you are planning to live. Make sure everyone is ready for the financial commitment.

4. Look at a few apartments to get a sense of what might be available.

5. Ask the landlord to show you proof that the rental has met all local, state, and federal housing guidelines by showing you the Certificate of Occupancy (C/O).

6. Carefully read the lease before signing it. If you have questions, consult an attorney, if you can.

Sharing an Apartment

Living with a roommate on campus can be an enriching or agonizing experience. Moving off campus with friends is no exception. Unlike your on-campus living arrangements, you will not have the option to switch rooms or move out, because you will be financially obligated for a portion of the rent. Before you sign the lease together, make sure you discuss what it will be like to live together in this new type of environment. For example, you might want to discuss:

1. Values concerning alcohol, drug use, smoking, overnight guests (who are not paying rent), etc. What are you going to “allow” to happen in your home?

2. How will you differentiate between private and common spaces?
3. Financial obligations and community bill payment: How will these items be paid, and what are the deadlines for making payments? Nothing kills a friendship like people owing each other large sums of money!

4. Household chores and how those will be divided: Discuss critical cleanliness issues like bathrooms, kitchens, trash disposal, recycling containers, etc. Who is going to buy cleaning products, and what will the cleaning rotation look like? How will you deal with food and other personal items stored in shared locations?

5. Is there an expectation that your apartment will be a place for studying? If so, will you consider creating your own list of “rules” to govern your new home?

WHAT IS A LEASE?
The best way to think about your lease is as a contract that specifies what you and your landlord agree to do and provide to each other. A lease outlines specific responsibilities and obligations of both the owner and tenant(s) of a particular house or apartment. It details the rules by which landlords and tenants agree to live. Once signed, it also details what landlords and tenants cannot do. Should you become involved in a legal dispute with a landlord, the courts will generally hold you to everything you agreed upon by signing the lease. In general, landlords will not be in favor of “breaking” a lease and allowing you or other tenants to leave before the agreed-upon date.

RENTER’S INSURANCE
College students renting an off-campus apartment or house should strongly consider purchasing renter’s insurance to protect their personal property in the event of damage, fire, destruction or theft. Your parents’ homeowner’s insurance coverage may extend to a college residence hall, but most often such coverage will not apply when a student signs a lease to live off campus.

Your landlord’s insurance will not cover your personal property in the event that it is stolen or damaged as a result of a fire, flood, theft, or other unexpected circumstance. Without personal renter’s insurance, you will be expected to cover the replacement and/or repair costs of your personal items.

Renter’s insurance is affordable and can average between $15 and $30 per month, depending on the location and size of the rental unit combined with the policyholder’s personal possessions. Students should consult their parents/guardians or a local insurance agent to discuss renter’s insurance before taking residence in their new apartment.

MOVING INTO YOUR NEW APARTMENT
It is always a good idea to note any existing damage and necessary repairs on the lease BEFORE you sign it. If you arrive to move in and see issues or items that are new or remain unaddressed since the lease signing, you should note those and/or take photos of these issues and bring them to the immediate attention of your landlord.

MOVING OUT OF THE APARTMENT
It is your legal obligation to give your landlord notice of your intent to leave. This is usually done at or around the time your lease is about to expire. If you do not plan to seek a renewal of your lease, you should take the initiative and let your landlord know at least 30 days before the termination date of your lease (unless otherwise noted on your lease — some leases may require 3 months’ notice).

This notice to move out should include your full name, the names of all other persons on the lease, the address of the unit you are currently occupying, and the date that you plan to vacate the apartment. You should also include a forwarding address in case the landlord needs to send a security deposit or contact you for any reason.

Your rental apartment should be cleaned appropriately and according to whatever condition indicated on the lease. Do not leave behind large pieces of furniture or place those items in the yard or on the sidewalk. You could be fined significantly for doing this and forfeit your right to a return of your security deposit.

Whenever possible, have your landlord present when you vacate the apartment so the final inspection can be done together. This allows you to receive your security deposit (assuming everything is okay with the property), return the keys, and settle the termination of the lease.
TRASH AND RECYCLING

More likely than not, your trash and recycling will need to be properly disposed of according to the City of Worcester’s policies. Waste disposal and recycling were extremely easy when you lived on campus, but now require you to follow specific policy and curbside pickup regulations. You may also be required to purchase Worcester trash bags—an additional cost of living off campus!

For information on how to properly dispose of trash, what goods to recycle, and how those items are picked up from your property, please visit worcesterma.gov/dpw/trash-recycling. Your landlord should explain this information to you, but this site includes the pick-up schedule, a list of retailers that sell Worcester bags, and the items that you must recycle each week. The usual pick-up day for the neighborhood is Wednesday and you cannot put your trash and recycling out before 6 a.m. on that day. Please remember that if Monday is a holiday, the pick-up day for the area will move to Thursday.

IMPORTANT NUMBERS AND RESOURCES

As you move into your apartment, you will be responsible for setting up accounts for some basic and, in some cases, optional services like electricity, cable TV, etc. Here is a quick list of the local providers and to get you started:

- **Cable TV (Charter Communications)**
  charter.com  888-438-2427

- **Electricity (National Grid)**
  nationalgridus.com  800-322-3223

- **Telephone (Verizon)**
  verizon.com  888-583-8111

- **Natural Gas (NSTAR)**
  nstar.com/residential  800-592-2000
Known for its history in commerce, industry, education, and social thought, Worcester and nearby Blackstone Valley (the inspiration for Blackstone Hall) claim a historic role as the birthplace of the Industrial Revolution. Worcester factories gave birth to barbed wire, the monkey wrench, textile looms, and the envelope folding machine.

In 1908, the Royal Worcester Corset Factory was the largest employer of women in the United States, with more than 1,200 female workers. The first American-made valentine card was designed and manufactured in Worcester in 1847 by Esther Howland.

As a result of its importance as an industrial epicenter for skilled and unskilled laborers, Worcester was a prominent destination for immigrant populations in the 1800s and early 1900s. In fact, it has been the entry point of opportunity for many immigrant populations from around the world: Irish, Italians, Lithuanians, Poles, Swedes, Finns, Syrians, Lebanese, French Canadians, Vietnamese, Russians, Armenians, Greeks, Albanians, Brazilians, Liberians, and Congolese.

These immigrant populations formed “ethnic enclaves” that created a rich texture in the neighborhoods of Worcester. Swedes settled in Quinsigamond Village and the Greenfield neighborhood; Italians along what is now Shrewsbury Street; the Irish, Polish, and Lithuanians in Kelley Square and Vernon Hill; and the Jewish immigrants built their first synagogue on Grafton Hill. The African-American community has called Worcester home since colonial times. Worcester has always been a city proud of its diverse heritage and multiethnic identity.

As a city that built itself during the industrial boom, Worcester handled the accompanying population increase using an innovative form of affordable housing known today as “three-deckers.” Many immigrant families were able to settle together in these unique tenements. Today, three-deckers represent a significant portion of available housing in the Main South neighborhood.

Despite being a large city, Worcester and its surrounding areas remain a “wild place” for recreation, parks, and green spaces. In just minutes, you can change your environment from city to suburb — from the concrete jungle to lush, green parks and open spaces. While at Clark, be sure to check out Elm Park (one of the first public parks in the United States), Green Hill Park, Bancroft Tower, Boynton Park, the Blackstone River Valley, Shore Park, Lake Quinsigamond, Broad Meadow Brook, Mt. Wachusett, Coe’s Pond, Moore State Park, Rutland State Park, Purgatory Chasm, Tower Hill Botanical Garden, Hadwen Park, Lake Park, Institute Park, Indian Lake, or Doane’s Falls.

Not an outdoor person? Turn to page 61 for a listing of the wonderful restaurants, shops, museums, theaters, and entertainment that Worcester has to offer.
People often ask, “What’s so special about Worcester?” Here are a bunch of “Worcester Firsts” to impress your friends and family!

- The first convention advocating women’s suffrage was held in Worcester in 1850.
- Candy Cummings is said to have thrown the first-ever curveball while playing in Worcester.
- Lee Richmond of the Worcesters pitched the first perfect game in Major League Baseball history on June 12, 1880, in Worcester.
- Clark’s first president, G. Stanley Hall, founded the American Psychological Association here; its first meeting was held on campus in 1892.
- Worcester resident Henry Perky became the first to mass-produce shredded wheat in 1895.
- Candlepin bowling was invented in Worcester in 1880.
- Physics Prof. Robert Goddard, A.M. 1910, Ph.D. 1911 — the “father of modern rocketry” — ushered in the Space Age with his launch of the first liquid-fueled rocket (which he had patented in 1914) in Auburn, Mass.
- Physics Prof. Albert Michelson received the Nobel Prize in 1907 for his experiments in calculating the speed of light. He was the first American to win a Nobel Prize in any science.
- Paul Siple, Ph.D. ’39, defined “wind chill” and created an index to measure it.
- The birth control pill was released by the Worcester Foundation for Experimental Biology. One of its developers was Dr. Gregory Pincus, a Clark professor from 1938-1945, who conducted research (while at Clark) on female sex hormone biogenesis and metabolism.
- Harvey Ball created the famous yellow smiley face design in 1963.
- The first federally licensed HIV/AIDS test was designed by Cambridge Bioscience Corp., based in Worcester, in 1988.

Many famous people also hail from Worcester, or spent considerable time in the city. Here are a just a few:

- George Bancroft, historian and founder of the U.S. Naval Academy
- Elizabeth Bishop, Pulitzer Prize-winning poet and writer
- Jesse Burkett, baseball Hall of Famer
- Bob Cousy, NBA Hall of Famer; former Holy Cross Crusader and Boston Celtic
- Dorothea Dix, social reformer
- Abby Kelley Foster, women’s rights advocate
- Robert Goddard, father of modern rocketry
- Emma Goldman, anarchist
- Abbie Hoffman, 1960s radical who founded the Yippie party
- Stanley Kunitz, Pulitzer Prize-winning poet
- Denis Leary, comedian and actor
- Albert Michelson, first to measure the speed of light
- Frances Perkins, U.S. Secretary of Labor from 1933-1945; first female member of the U.S. Cabinet
- Cole Porter, songwriter
- Marshall “Major” Taylor, world-class cyclist and the first African-American athlete to win an international competition
- Ernest Thayer, author of *Casey at the Bat*
- Judge Webster Thayer, judge of the Sacco-Venzetti trial
- Isaiah Thomas, patriot and member of the Sons of Liberty
LOCAL FOOD, ENTERTAINMENT, AND SERVICES

AREA DINING

MAIN STREET

Acoustic Java ★ ★ ★ ☞
Coffee, sandwiches
932 Main St. 508-756-9446

Annie’s Clark Brunch ★ ★ ★ ☞
Diner [cash only]
934 Main St. 508-756-1550

Armsby Abbey ★ ☞
American, Pizza, Bar
144 Main St. 508-795-1012

China Lantern ★ ☞
Chinese (take-out/delivery available)
930 Main St. 508-767-9995

Fantastic Pizza ★ ★ ☞
Pizza, Greek, Middle Eastern (take-out/delivery available)
910 Main St. 508-767-5577

Hacienda Don Juan ★ ☞
Salvadorian, Mexican (free delivery available)
875B Main St. 508-756-2076

McDonald’s ★ ★ ☞
(drive-through available)
995 Main St. 508-757-5357

Saigon ★ ☞
Vietnamese
976 Main St. 508-799-5250

Uncle Sam’s Pizza ★ ★ ★ ☞
Pizza (take-out/delivery available)
974 Main St. 508-890-7888

PARK AVENUE

Altea’s Eatery
American, French
259 Park Ave. 508-767-1639

Applebee’s Neighborhood Bar and Grill ★ ★ ☞
American
632 Park Ave. 508-363-3032

Baba Sushi ★
309 Park Ave. 508-752-8822

Bagel Time ★
Bakery
194 Park Ave. 508-798-0440

Da-Lat Restaurant ★ ★ ☞
Vietnamese (take-out available)
425 Park Ave. 508-753-6036

El Basha ★
Middle Eastern
256 Park Ave. 508-795-0222

Jamaica Thymes ★ ★
482 Park St. 508-868-1511

New England Roast Beef ★ ★
33 Park Ave. 508-756-1991

Park Grill & Spirits
American
257 Park Ave. 508-756-7995

Peppercorn’s Grill & Bar ★ ★
Italian
455 Park Ave. 508-752-7711

Wendy’s ★ ★
(drive-through available)
500 Park Ave. 508-831-9910

Yoway Café & Frozen Yogurt ★ ★
395 Park Ave. 508-459-0611

SHREWSBURY STREET

111 Chophouse ★
American, steaks
111 Shrewsbury St. 508-799-4111

Boulevard Diner ★
24-hour diner
155 Shrewsbury St. 508-791-4535

Flying Rhino Café ★
American
278 Shrewsbury St. 508-757-1450

Funky Murphy’s Bar & Grille
Irish pub
305 Shrewsbury St. 508-753-2995

Miranda Bread Inc.
Bakery, Brazilian
140 Shrewsbury St. 508-791-2030

Nuovo
Italian
92 Shrewsbury St. 508-796-5915

Parkway Diner
Diner
148 Shrewsbury St. 508-753-9968

Piccolo’s Restaurant
Italian
157 Shrewsbury St. 508-754-1057

VIA Italian Table ★ ★
Italian
89 Shrewsbury St. 508-754-4842

Volturno Pizza
72 Shrewsbury St. 774-312-7220

★ Clarkie Favorite
★ Walking Distance from Campus
★ Within Clark Escort Range
☐ Worcester Magazine “Best of 2018”
☐ Accepts Clark Cash Card
OTHER LOCAL DINING

99 Restaurant
11 E. Central St. 508-792-9997

Bocado Tapas Bar & Restaurant
Spanish
82 Winter St. 508-797-1011

Boynton Restaurant & Spirits ★
American, pub
117 Highland St. 508-756-5432

Bushel N Peck ★
Deli, sandwiches
643 Chandler St. 508-799-6305

Ciao Bella ★
Pizza, sandwiches
402 Grove St. 508-756-2426

Culpepper’s Bakery
Bakery, diner
500 Cambridge St. 508-791-8393

D’Angelos Grilled Sandwiches ★
318 Park Ave. 508-756-6335

George’s Coney Island Hot Dogs ★
158 Southbridge St. 508-753-4362

Joey’s Bar & Grill
344 Chandler St. 508-797-3800

King Chef Chinese Restaurant
Chinese (take-out/delivery available)
205 Chandler St. 508-767-0209

Leo’s Ristorante
Italian
11 Leo Turo Way 508-753-9490

Mezcal Tequila Cantina ★
Mexican
30 Major Taylor Blvd. 508-926-8308

Moe’s Southwest Grill ★ ★
3 Stafford St. 508-459-6060

Nancy Chang Restaurant ★
Chinese, buffet
372 Chandler St. 508-752-8899

Panera Bread
120 Gold Star Blvd. 508-856-7007

Smokestack Urban Barbecue
BBQ, ribs
139 Green St. 508-363-1111

Subway ★ ★
399 Southbridge St. 508-755-7080

Texas Roadhouse
535 Lincoln St. 508-853-7266

The Sole Proprietor ★
American, seafood
118 Highland St. 508-798-3474

Westside Steak & BBQ
2 Richmond Ave. 508-756-6328

Wings Over Worcester ★ ★
Wings, BBQ
(take-out/delivery available)
1 Kelley Square 508-421-9464

Wooberry Yogurt
141 Highland St.

COFFEE

Acoustic Java ★ ★ ★
Coffee, café
932 Main St. 508-756-9446

Bean Counter Coffee & Bakery
113 Highland St. 508-754-3125

Boston Donuts ★ ★
338 Park Ave. 508-753-4600?

Dippin Donuts ★ ★
1001 Main St. 508-755-9700

Dunkin Donuts ★ ★
421-427 Main St. 508-791-5053
845 Main St. 508-753-9555
211 Chandler St. 508-798-8354
610 Park Ave. 508-753-9696

InHouse Coffee
225 Shrewsbury St. 508-363-1212

NU Café
335 Chandler St. 508-926-8800

Starbucks Coffee
1 W. Boylston St. 508-595-9315

PIZZA

Antonio’s Pizza by the Slice ★ ★
268 Chandler St. 774-530-6000

Blue Jeans Pizza
270 Park Ave. 508-753-3777

Brick Oven Pizza
75 Maywood St. 508-755-1111

Domino’s Pizza ★ ★
413 Park Ave. 508-754-2236

Fast Way Pizza
84 West Boylston St. 508-852-2300

Fresh Way Pizza
1406 Main St. 508-752-4131

Pizza Hut
1269 Main St. 508-753-2701

Worcester Corner Grille
806 Pleasant St. 508-754-8884

Worcester Pizza Factory ★ ★
75 Maywood St. 508-755-1111

ENTERTAINMENT

ACTIVITIES

AMF Town & Country Lanes
405 Boston Turnpike, Shrewsbury
508-754-7050

Buffone Skating Arena
Ice Skating Rink
284 Lake Ave. 888-747-5283

Colonial Bowling Center ★
Candlepin bowling
248 Mill St. 508-754-7645

Crystal Caves
Family Entertainment Center
Mini golf; batting cages; ice cream
790 Southbridge St., Auburn
508-832-0797

Jillian’s Billiards Club ★
315 Grove St. 508-793-0900

SkyLite Roller Skating Center ★
648 Park Ave. 508-757-8640

Sky Zone Indoor Trampoline Park
290 Turnpike Rd. (Rte. 9), Westboro
508-870-5867

Worcester Center for Crafts
25 Sagamore Rd. 508-753-8183

★ Clarkie Favorite
Walks Distance from Campus
Within Clark Escort Range
Worcester Magazine “Best of 2018”
Accepts Clark Cash Card
**Malls**

- **Auburn Mall**
  385 Southbridge St. # 1775, Auburn
- **Greendale Mall**
  7 Neponset St., Worcester
- **Lincoln Plaza**
  525 Lincoln St., Worcester
- **Natick Mall**
  1245 Worcester St. # 1218 Natick
- **Solomon Pond Mall**
  601 Donald Lynch Blvd., Marlborough
- **The Shoppes at Blackstone Valley** ★
  Open-air shopping plaza
  70 Worcester-Providence Tpke., Millbury
- **Wrentham Outlets**
  1 Premium Outlets Blvd., Wrentham

**Movie Theaters**

- **Blackstone Valley 14: Cinema De Lux**
  The Shoppes at Blackstone Valley
  70 Worcester-Providence Tpke., Millbury
  508-853-4000
- **Cinema 320**
  Clark University
  Films shown in Jefferson 320
  508-793-7711
- **Hoyt’s Cinema**
  Solomon Pond Mall
  601 Donald Lynch Blvd., Marlborough
  508-481-7993
- **Showcase Cinema North**
  135 Brooks St. 508-853-4000
- **West Boylston Cinema**
  101 W. Boylston St., West Boylston
  508-835-8888

**Museums**

- **ECOtarium**
  Indoor/outdoor science museum
  222 Harrington Way, Worcester
  508-791-9211
- **Worcester African Cultural Center**
  33 Canterbury St. 508-757-7727
- **Worcester Art Museum** ★
  55 Salisbury St. 508-799-4406
  worcesterart.org
- **Worcester Historical Museum**
  30 Elm St. 508-753-8278
  worcesterhistory.org

**Worcester Nightlife**

- **The Blarney Stone** ★
  Bar
  77 Maywood St. 508-753-3410
- **Dive Bar**
  Bar; live music
  34 Green St. 508-752-5802
- **Moynihan’s Bar; billiards**
  897 Main St. 508-753-6150

**Outdoors**

- **Elm Park** ★
  Park Ave. between Elm and Highland Streets
- **Purgatory Chasm** ★
  Hiking Trail
  Purgatory Rd., Sutton 508-234-3733
- **Tougas Family Farm**
  234 Ball St., Northborough
  508-393-6406
- **Tower Hill Botanical Garden**
  11 French Drive, Boylston 508-869-6111
- **Wachusett Mountain Ski Area**
  499 Mountain Rd., Princeton
  508-464-2300

**Theaters and Concert Venues (Worcester)**

- **DCU Center** ★
  50 Foster St. 508-798-8888
  dcucenter.com
- **Hanover Theatre for the Performing Arts** ★
  2 Southbridge St. 877-571-7469
  thehanovertheatre.org
- **Mechanics Hall**
  321 Main St. 508-752-5608
  mechanicshall.org
- **Palladium** ★
  261 Main St. 508-797-9696
  thepalladium.net

**Local Services/Amenities**

**Banks**

- **TD Bank**
  370 Main St. #200 508-368-6529
  500 Grafton St. 508-752-5090
  ATM in Higgins University Center
- **Bank of America**
  255 Park Ave. 800-432-1000
  ATM near campus
- **Commerce Bank**
  386 Main St. 508-767-6840
  11 Park Ave. 508-797-6970
- **People’s United Bank**
  120 Church St. 508-890-5199
- **Webster Five Cents Savings Bank**
  266 Chandler St. 508-890-5990

**Dry Cleaning**

- **Note:** Residence hall laundry facilities are free of charge
- **Trippi’s Tailors and Cleaners ★**
  1025 Main St. 508-756-9438
- **Zoots Dry Cleaning★**
  633 Park Ave. 508-363-3700

★ Clarkie Favorite
★ Walking Distance from Campus
★ Within Clark Escort Range
★ Worcester Magazine “Best of 2018”
★ Accepts Clark Cash Card
HEALTH SERVICES
UMass Memorial Medical Center 🌟
508-334-1000
Hahmenn campus: 281 Lincoln St.
Memorial campus: 119 Belmont St.
University campus: 55 Lake Ave. North
Planned Parenthood Center of
Central Massachusetts
470 Pleasant St. 508-854-3310

SUPERMARKETS/PHARMACIES/
CONVENIENCE STORES
7-Eleven ☝
409 Park Ave. 508-753-7154

Big Y Supermarket ☝
100 Mayfield St. 508-793-9011

CVS Pharmacy ☝
400 Park Ave. 508-792-3866

Farmer's Markets (Seasonal)
306 Chandler St.: Monday, Wednesday,
Friday
University Park: Saturday

Honey Farms ☝
24-Hour Convenience Store
443 Park Ave. 508-767-1326
(Bank of America ATM location)

Living Earth ★ ☘️
Organic groceries
232 Chandler St. 508-753-1896

Price Chopper ☘️
24-hour Supermarket
50 Cambridge St.
221 Park Ave. 508-363-4870

Price Rite
117 Gold Star Blvd. 508-853-7443

Shaw's Supermarket
68 Stafford St. 508-755-5808

Santiago’s Market
664 Main St. 508-438-3666

Tedeshi Food Shops ☝️
24-hour convenience store
973 Main St. 508-757-1969

Trader Joe's
77 Boston Tpke., Shrewsbury
508-755-9560

Walgreen's ☘️
Open 24 hours
320 Park Ave. 508-767-1732

PUBLIC AGENCIES
Internal Revenue Service
120 Front St. 508-793-8227

The UPS Store
210 Park Ave. 508-757-1700

Registry of Motor Vehicles
611 Main St. 617-351-4500

Social Security Administration
51 Myrtle St. 866-331-9069

Worcester Public Library ★
3 Salem Square 508-799-1655

U.S. Post Office
484 Main St. 508-795-3745
381 Chandler St. 508-752-1558
4 East Central St. 508-795-3600

PRINTING SERVICES
Note: There is no charge to print at
Academic Commons.

Clark Copy Center
Higgins University Center 508-793-8853

Curry Copy Center
165 Southbridge St. 508-751-6600

FedEx Store
77 Boston Turnpike, Shrewsbury
508-756-1977

UPS Store
210 Park Ave. 508-757-1700

TRANSPORTATION
Note: Clark University operates a free
Safety Escort Van service for Clark
students that runs 4 p.m.-4 a.m., 7 days
a week during the academic year, and
provides service within a quarter-mile of
campus. (508-793-7777)

Clark University Student Council runs
a free scheduled shuttle service to area
malls, and periodically provides a free bus
to Boston and Providence, on weekends
during the academic year.

AIRPORTS
Logan International Airport
1 Harborside Drive, Boston
1-800-235-6426

T.F. Green Airport
2000 Post Road, Warwick, R.I.
401-691-2471

Worcester Regional Airport
375 Airport Drive 508-799-1350

BUSES
Union Station ★
Greyhound/Peter Pan Trailways Bus Lines
34 Washington Square 508-754-3247

CABS
Red Cab ★
508-792-9999
Yellow Cab Co.
508-754-3211

LIMOUSINE
Knight's Airport Limo Service
508-839-6252

Worcester Airport Limousine Service
508-756-4834 or 1-800-660-0992

TRAINS
Union Station
Amtrak: 508-755-0356
MBTA service to Boston: mbta.com
34 Washington Square
FALL 2018
Aug. 23-26 Welcome to Clark (class of 2022)
Aug. 27 First day of classes (full semester and Module A)
Sept. 3 Labor Day – no classes (university holiday)
Oct. 8–9 Fall Break – no classes
Oct. 12-14 Family Weekend
Oct. 17 Last day of classes (Module A)
Oct. 18 First day of classes (Module B)
TBD Fall Fest
Nov. 2 Last day for undergraduate students to withdraw with a grade of “W”
Nov. 21–23 Thanksgiving Recess – no classes (university holidays, Nov. 22 & 23)
Dec. 10 Last day of classes (full semester and Module B)
Dec. 11-12 and Dec. 15-16 Reading Days
Dec. 13-14 and Dec. 17-18 Final Exams
Dec. 19 Exam makeup day (if university closes on a regular exam day)

SPRING 2019
Jan. 14 First day of classes (full semester and Module A)
Jan. 21 Martin Luther King Jr. Day – no classes (university holiday)
March 1 Last day of classes (Module A)
March 4–8 Spring break – no classes
March 11 First day of classes (Module B)
March 29 Last day for undergraduate students to withdraw with a grade of “W”
TBD Academic Spree Day
April 29 Last day of classes (full semester and Module B)
April 30 and May 1, 4-5 Reading Days
May 2-3 and May 6–7 Final Exams
May 19 Commencement

Visit: clarku.edu/academiccalendar for up-to-date events and information
Note: GSOM and School of Professional Studies students should refer to their departments’ academic calendars, as many dates differ from those shown above.