

STUDENT 2015 - 2016 GUIDE FOR ALL CLARK STUDENTS HANDBOOK



CLARK
UNIVERSITY



CHALLENGE CONVENTION. CHANGE OUR WORLD.



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.

The Clark Campus Resource section gives you a sense of what services are available to you and how to best access them.

The Code of Student Conduct section is a comprehensive 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 all of us in Student Affairs, we wish you a very productive and enjoyable year.

Sincerely,

KEVIN MCKENNA
Interim Dean of Students

CALENDAR

AUGUST						2015
SUN	MON	TUE	WED	THR	FRI	SAT
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SEPTEMBER						2015
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OCTOBER						2015
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NOVEMBER						2015
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DECEMBER						2015
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JANUARY						2016
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FEBRUARY						2016
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MARCH						2016
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APRIL						2016
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MAY						2016
SUN	MON	TUE	WED	THR	FRI	SAT
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JUNE						2016
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AUGUST						2016
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IMPORTANT DATES, EVENTS AND OBSERVANCES

Eid al-Fitr*	July 18, 2015
Lammas Day	August 1, 2015
National Thrift Shop Day	August 17, 2015
Week One begins	August 20, 2015
Halls open for returning students (10 a.m.)	August 23, 2015
First day of classes	August 24, 2015
Labor Day (no classes)	September 7, 2015
Rosh Hashanah*	September 14, 2015
Family Weekend	September 18-20, 2015
Autumnal Equinox/Mabon	September 23, 2015
Yom Kippur*	September 23, 2015
Sukkot*	September 28 - October 4, 2015
Shemini Atzeret*	October 5, 2015
Simchat Torah*	October 6, 2015
Columbus Day (observed)	October 12, 2015
Fall Break (no classes)	October 12-13, 2015
Last day to withdraw with a grade of "W" (undergraduate)	October 30, 2015
Halloween	October 31, 2015
All Saints' Day	November 1, 2015
Election Day	November 3, 2015
Millennium Leadership Conference	November 7-8, 2015
Diwali	November 11, 2015
Veteran's Day (observed)	November 11, 2015
Thanksgiving recess (no classes)	November 25-27, 2015
Thanksgiving	November 26, 2015
World AIDS Day	December 1, 2015
Last day to withdraw with a grade of "W" (graduate)	December 7, 2015
Last day of classes	December 7, 2015
Chanukkah*	December 7-14, 2015
Bodhi Day	December 8, 2015
Reading Days	December 8-9, 2015
Final Exams	December 10-11, 2015
Reading Days	December 12-13, 2015
Final Exams	December 14-15, 2015
Final Exam make-up day	December 16, 2015
Residence halls close (12 p.m.)	December 16, 2015
Winter Solstice (shortest day of the year)	December 22, 2015
Festivus	December 23, 2015
Mawlid an-Nabi (Birth of the Prophet)*	December 23, 2015
Christmas	December 25, 2015
Kwanzaa begins	December 26, 2015
New Year's Eve	December 31, 2015

New Year's Day	January 1, 2016
Halls re-open for all students (10 a.m.)	January 18, 2016
Martin Luther King Jr. Day (no classes)	January 18, 2016
First day of classes	January 19, 2016
Tu B'Shvat*	January 25, 2016
Groundhog Day	February 2, 2016
Chinese New Year	February 8, 2016
Shrove Tuesday (Mardi Gras)	February 9, 2016
Ash Wednesday/Lent begins	February 10, 2016
Valentine's Day	February 14, 2016
President's Day	February 15, 2016
Spring Break	March 7-11, 2016
International Women's Day	March 8, 2016
Purim*	March 24, 2016
St. Patrick's Day	March 17, 2016
Palm Sunday	March 20, 2016
Good Friday	March 25, 2016
Easter Sunday	March 27, 2016
April Fools' Day	April 1, 2016
Last day to withdraw with a grade of "W" (undergraduate)	April 1, 2016
Tax Day	April 15, 2016
Patriot's Day	April 18, 2016
Earth Day	April 22, 2016
Passover*	April 23-30, 2016
Last day to withdraw with a grade of "W" (graduate)	May 2, 2016
Last day of classes	May 2, 2016
Reading Days	May 3-4, 2016
Cinco de Mayo	May 5, 2016
National Day of Prayer	May 5, 2016
Yom HaShoah*	May 5, 2016
Final Exams	May 5-6, 2016
Reading Days	May 7-8, 2016
Mother's Day	May 8, 2016
Final Exams	May 9-10, 2016
Halls close for students (12 p.m.)	May 11, 2016
Yom HaZikaron	May 11, 2016
Yom HaAtzmaut*	May 12, 2016
Commencement	May 22, 2016
Halls close for graduating seniors (12 p.m.)	May 23, 2016
Lag B'Omer*	May 26, 2016
Memorial Day (Observed)	May 30, 2016
Yom Yerushalayim*	June 5, 2016

*All Muslim and Jewish holidays begin at sundown on the day before the listed date.
 Note: GSOM and COPACE students should refer to their departments' individual academic calendars, as many dates differ from those shown above.
 For the 2015-2016 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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ACADEMIC AFFAIRS

ACADEMIC ADVISING

LEEP Center

clarku.edu/academicadvising

x7468

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. College Board petitions for exceptions to any academic policy are processed by Academic Advising. College Board petitions, along with all cases involving possible violations of academic integrity, are reviewed by the Acting Director of Academic Advising.

DEAN OF THE COLLEGE OFFICE

Geography Building, Room 206

x7671

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, coordinates several undergraduate student awards committees, and oversees the LEEP Center.

MULTICULTURAL AND FIRST GENERATION STUDENTS SUPPORT

142 Woodland Street

clarku.edu/academicadvancement

x3722

The Office of Multicultural and First Generation Students Support promotes the success of ALANA and first-generation college students at the University through the Academic Clark Excellence (ACE) Summer Institute, academic year programming, support, and peer mentoring for all gateway and perspective courses. Students are welcome to meet with the coordinator to review their academic plans and aspirations.

PROVOST'S OFFICE

Geography Building, Room 212

x7673

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

Goddard Library, fourth floor

accessibilityservices@clarku.edu

798- 4368

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 Student Accessibility Services Office. All materials pertaining to a student's disability are confidential.

ADMISSIONS

3 Maywood Street

clarku.edu/admissions

x7431

Most of the information that made you consider Clark came from the Admissions Office. At the "front lines" of public contact, it is Admissions' role to inform prospective students about academic opportunities and campus life in general. While charged with reviewing applications and selecting the incoming class, the Admissions staff is also 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 the Admissions staff 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.

ALUMNI AND FRIENDS ENGAGEMENT

122 Woodland Street

clarku.edu/alumni

x7166

The primary function of the Office of Alumni and Friends Engagement is to use the resources of Clark's Alumni Association for the benefit of the University. Its mission is to:

- collaborate with the Alumni Association to foster strong relationships among alumni, parents, friends, current students, faculty, trustees, and administrators;
- engage alumni, parents and friends to serve as ambassadors of the University through networking events, receptions, reunion weekend, young alumni programs and regional councils; and
- encourage alumni participation and support of the University through volunteer and fundraising opportunities.

The Office of Alumni and Friends Engagement works with campus partners to manage alumni volunteers and facilitate departmental campus events, and serves in an advisory capacity for the Student Alumni Relations Committee (SARC).

ATHLETICS

Kneller Athletic Center
clarku.edu/athletics

x7161

The Athletic Department provides students, faculty and staff an opportunity to gain a sense of physical well-being through various forms of activities. Because each individual 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) and in the Eastern College Athletic Conference (ECAC). 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, crew, cross-country, lacrosse, soccer, swimming and diving, and tennis. Women's varsity sports include basketball, crew, cross-country, field hockey, 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, wiffleball, squash, and racquetball tournaments.

WELLNESS ACTIVITIES

Each semester Clark offers the entire Clark community a variety of wellness activities. These activities are voluntary and 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 the scene of constant 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 three 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.

The 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, just off the Clark campus, the complex accommodates intercollegiate soccer, lacrosse, field hockey, and baseball, as well as intramurals and recreation on two newly installed 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 men's and women's rowing teams are based — is shared with other Worcester-area college and university crew teams.

BOOKSTORE

918 Main Street
clarku.edu/bookstore

x7755

The Clark University Bookstore, operated by Barnes & Noble (B&N), carries all the textbooks needed for every course. Books are available in several formats (and prices), including new, used, digital and rental books. Supplemental materials — such as study guides, solution manuals, access codes, and lab notebooks — are also available for some courses. Books can be reserved online at clarku.bncollege.com and picked up in-store.

Textbook refunds will be allowed during the first week of each semester. Books may be returned for a full refund in the original form of payment if returned in the original condition with a valid receipt. After the first week, but within 21 days of the first day of classes, textbooks may be returned for a full refund with a valid receipt and a valid add/drop slip. Books can be sold back for cash at the end of every semester.

Besides textbooks, the Bookstore carries school and office supplies, University apparel, glassware, greeting cards, novelty gifts, stamps and a wide selection of trade and sale books. Through the special-order service, most trade books are available within 48 hours. In addition, eco-friendly products — such as notebooks, pens, pencils, printer paper, folders, BPA-free water bottles and travel mugs, Alta Gracia clothing, and reusable totes — are sold here.

The Bookstore accepts cash, the Clark CashCard, traveler's checks, B&N gift cards and most major credit cards. Students may use a parent's or legal guardian's check or charge card with proper identification. The Bookstore cannot cash checks.

CASHIER

153 Woodland St., second floor
Hours: 9:30 a.m. – 4 p.m., Monday through Friday

x7422

The Cashier's Office offers services such as student check cashing, processing student payments and adding money to cash cards. Please note the following student check cashing policy:

- Clark University student checks may be cashed for a fee of 50 cents.
- 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

501 Park Ave.
clarku.edu/counseling

x7678

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 provides a range of 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. The Center 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 for Counseling and Personal Growth is open Monday through Friday from 9 a.m. until 5 p.m. Appointments are required; call 508-793-7678, ext. 1, or email counseling@clarku.edu.

CONFIDENTIALITY AND SAFETY

Clark counseling services are confidential for students and information is not shared without permission, except in cases where an individual's safety is at risk. If it has been clinically determined that a student is at risk to her/himself or others, the student may be assessed at Emergency Mental Health at UMass Memorial Medical Center (Lake Ave. campus). The University has a protocol following any mental health hospital evaluation or hospitalization, including a re-entry interview by an on-campus clinician; this 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, 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. For more information on Clark Alerts, please visit clarku.edu/alerts.

CLARK ONECARD

151 Woodland St., second floor

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 venues.

On-campus venues include all Clark dining locations, select vending machines, the Clark Copy Center and the Bookstore. 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 at 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. The cardholder should 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.

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION (COPACE)

Jonas Clark Hall, Room 111
clarku.edu/copace

x7217

The College of Professional and Continuing Education (COPACE) offers undergraduate and graduate degree programs for adult evening students. Clark undergraduates may register for COPACE courses that have been approved by the Dean of COPACE and the Dean of the College. Registration for COPACE courses is on a space-available basis, and seats for undergraduates are limited. Undergraduates, with the exception of all first-year students and first-semester transfers, may register for one COPACE 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 COPACE course per semester. COPACE administers the Clark University summer school; both adult students and undergraduates may register for summer courses. COPACE also participates in the Accelerated B.A./Master's Degree program through its Master of Public Administration and Master of Science in Professional Communication degree programs. Students enrolled in the Accelerated BA/Master's Degree program through COPACE should meet with the appropriate program director regarding graduate courses they should enroll in during their senior year.

COMMUNITY THRIFT STORE

930 Main St.

Save, Grow & Give. Together. Open Wednesday through Sunday from 12 to 4 p.m., on Main St. near the Bookstore, our Community Thrift Store is a student-run green business venture with a mission to provide 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; and other treasures. Donations and volunteers are always welcome! Find us on Facebook at facebook.com/clarkthrift.

DEAN OF STUDENTS

155 Woodland St., first floor
clarku.edu/deanofstudents

x7423

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 judicial 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 visit if you want to discuss any and all issues pertaining to your life at Clark. It 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
clarku.edu/diningservices

x7507

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, as well as 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, or 10 meal plans. Apartment Lifestyle Housing includes the 5 Meal Plan by default, but students may upgrade to a larger plan if they prefer. Juniors and seniors living in Apartment Lifestyle Housing may opt out of the meal plan requirement.

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 on the Clark Dining Services website. 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 main dining hall is open weekdays from 7 a.m. to 8 p.m., and on weekends from 10:30 a.m. to 8 p.m. Other food venues, including the Bistro, Bistro Late Night, or Jazzman's at the Chaifetz Café, are open at various times for students looking for a quick bite to eat. Please refer to and bookmark the Clark Dining website as the place for information regarding daily menus, hours of operation, nutritional information and assistance, and special events. A free Clark Dining Services iPhone app is also available in the App Store.

When classes are in session, the Bistro offers a Take 3 "meal swap," which is deducted from a student's weekly allotted meals. 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 the All Access Plus Plan are also allowed up to one swap during late night hours (9 p.m. to 2:30 a.m.) in the Bistro. The Bistro and Jazzman's also accept Clark Dining Dollars, cash or the Clark CashCard, and all major debit or credit cards.

FINANCIAL ASSISTANCE

155 Woodland St., third floor
clarku.edu/financialaid

x7478

The Office of Financial Assistance awards nearly \$40 million in direct financial aid through Clark scholarships and grants, federal grants and 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. Over the winter break, students returning to Clark for the 2015-2016 academic year will be mailed instructions for renewing their financial assistance; renewal application materials are due April 20, 2016.

The office also coordinates on- and off-campus student employment, including federal work-study positions, and maintains a list of jobs available in the Worcester area (including summer employment).

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.

HEALTH SERVICES

501 Park Ave.
clarku.edu/health

x7467

Hours: 9 a.m. – 5 p.m., Monday through Friday, except during University vacations

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 college 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.

HIGGINS UNIVERSITY CENTER

The Higgins University Center opened in January 1991 and serves as 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.

COOKE INFORMATION CENTER

Higgins University Center, first floor

x7590

STUDENT LEADERSHIP AND PROGRAMMING

Higgins University Center, third floor

x7549

(See page 15)

EVENTS PLANNING

Higgins University Center, third floor

x7471

Hours: 8:30 a.m. – 5 p.m., Monday through Friday

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, Physical Plant, and University Police coverage. Requests can be made up to one year in advance.

ASHER STUDENT ORGANIZATION SUITE

Higgins University Center, third floor

The Asher Suite, newly 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 also have office space in the suite.

CLARK DINING HALL AND THE BISTRO

Higgins University Center, first floor

(Please see Dining Services, page 9)

CRAFT STUDIO

Higgins University Center, lower level

x7620

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 the venue for games and student entertainment. Pool tables, ping pong, and foosball are open for student use throughout the day and evening. Game equipment is located at the information desk on the first floor. A Clark I.D. is needed to sign out the equipment. The Grind hosts student performances, concerts, and comedians, and frequently features late-night student entertainment.

COPY CENTER

Higgins University Center, lower level

Check website for operating hours

(clarku.edu/offices/printing)

x8853

The Clark Copy Center services include black-and-white and color copying/printing, binding, cutting, and folding. Fax services are also available.

The Copy Center at Clark accepts cash, check, or the Clark CashCard.

HUMAN RESOURCES AND AFFIRMATIVE ACTION

153 Woodland St., Third Floor
clarku.edu/hr

x7294

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, 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 HR/AA, 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 Director of HR/AA 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 Director of HR/AA or a member of the Dean of Students Office.

INFORMATION TECHNOLOGY SERVICES

Help Desk

helpdesk@clarku.edu

x7745

clarku.edu/its (check the website for current hours)

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 Web portal (ClarkYOU), learning management system (Moodle) and CUWeb, a system for course registration, checking grades, updating addresses, etc.

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

(formerly Office of Intercultural Affairs)

142 Woodland St., second floor

isso@clarku.edu

clarku.edu/isso

x7362

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

Dana Commons

x8819

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 students looking to identify and achieve their personal and professional goals. Located in Dana Commons, the Center is home to Academic Advising, Career Services, Community Engagement, Study Abroad, and the Writing Center.

LEEP Center staff members also serve as advisers to students, complementing the work of the pre-major and major faculty advisers. LEEP Center advisers are available to meet with students individually and in groups throughout their tenure at Clark. Students will be able to rely on the LEEP Center for guidance regarding interest exploration, major declaration, leadership and personal skills development, academic support, experiential and cocurricular learning opportunities, and post-baccalaureate options and preparation.

To schedule an appointment with a LEEP Center Adviser, email leepcenter@clarku.edu, call x8819, or come visit us in Dana Commons.

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

Career Services guides students in making informed decisions about their career choices. Our professional staff offers assistance with self-assessment, career exploration, internship and job searches, and graduate school planning.

Career Events: On- and off-campus career fairs, including Clark's annual Career and Summer Internship Fair in 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.

Letters of reference: Interfolio.com, an online letter of reference/credential management service, allows students to store recommendations (as well as other documents, including résumé/C.V., writing samples, and transcripts) and have them sent to graduate schools or professional programs either now or later as alumni.

COMMUNITY ENGAGEMENT

Appointments: cev@clarku.edu or x8815

The Community Engagement Office provides resources for students interested in opportunities to connect 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 find an opportunity and to learn about our community. The office hosts a Community Engagement & Internship Fair each fall to connect students with local nonprofit organizations. Additionally, we offer walk-in hours for students looking for placements, and post all opportunities in the Clark Recruiter.

The Community Engagement Office also works with faculty who teach community-based learning or research courses, and co-organizes one-day service projects, such as the annual "Just Do It Day" held each spring.

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 service extends beyond our campus and city. Each year, Clark students are awarded fellowships and grants that allow them to apply their classroom and research experience to the global community.

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 you explore how studying abroad can be an integral part of your academic, professional, and personal growth at Clark. Currently, there are more than 50 Clark-affiliated opportunities to study abroad for a semester or a full year. You may participate in foreign language homestay opportunities; academic service learning programs; academic internships; and a unique undergraduate research program called EuroScholars, which allows students to participate in original research at one of nine prestigious research universities throughout Europe. In addition, the office oversees Clark-affiliated domestic programs at American University's Washington Semester, and at The Washington Center for Internships. The staff will also assist students who prefer to study abroad during the summer.

Start by attending one of the monthly Study Abroad 101 info sessions and go to the Study Abroad Fair (October 7) to learn about the programs and the process of studying abroad. 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), being in residence at Clark for at least one year prior to studying abroad/away for a semester or year, a declared major, and a faculty adviser within that major. 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. They do not edit your papers for you; rather, they work with you on your writing, and as such, Writing Center appointments are interactive.

Students can bring writing for any class, in any discipline, as well as cover letters, résumés, 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

GODDARD 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 the academic heart of the University and an architectural landmark. Goddard is both a traditional and a 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 periodical titles. The library provides full Internet access and nearly 50 end-user subject-specific databases. As a member of the Colleges of Worcester Consortium, 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 computing 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.

JEANNE X. KASPERSON RESEARCH LIBRARY

18 Claremont St. 751-4630
clarku.edu/research/kaspersonlibrary
jxkaspersonlib@clarku.edu

The Jeanne X. Kasperson Research Library offers one of the most extensive research collections in North America 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 and wireless connectivity are available for library searches.

UNIVERSITY ARCHIVES AND SPECIAL COLLECTIONS

x7206

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 part of the collection.

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 as well.

MAIL SERVICES AND RECEIVING

Higgins University Center, second floor

x7304

Your mailbox is located on the University Center second floor. The mailroom staff distributes all United States Postal Service and campus mail, and delivers mail to most campus departments twice daily. As an undergraduate or Master's student, 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 Post Office will not deliver to residence halls or houses.

Any Clark department, student, or organization recognized by Student Council that wants mail placed in student mailboxes must follow these guidelines:

All mail must be:

- identified clearly with sender's name
- in envelopes or on 8 1/2" x 11" paper folded into thirds and stapled or taped closed
- legibly labeled with student names and correct box numbers, and arranged in box order number. A user may choose to pay for "stuffing" services. It takes four hours of student-worker time to accomplish a complete stuffing. The charge for a complete stuffing is \$40. Please present the completed requisition to the mailroom staff in the University Center basement.

The mailing must be given to the manager 2 to 3 days in advance of the needed date of delivery.

Note: The only exceptions to these timelines will be those made to accommodate emergencies or legal/sensitive situations as determined by the Dean of Students Office.

If a stuffing cannot fit in mailboxes, the department will be notified.

Only students, faculty, staff, and administration are allowed to use intercampus mail. Only authorized/approved personnel will be allowed by the manager to place mail into mailboxes.

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 package at the mailroom window. Students must show a valid Clark I.D. to pick up packages at the window. Students may also send UPS and United States Postal Service packages with prepaid labels out through the mailroom in the University Center basement.

MUSIC REHEARSAL ROOM

Estabrook Hall, lower level

This rehearsal room is available to Clark students for band/drum rehearsals. The rehearsal times are scheduled through the Clark Arts Events Officer, x7356. The space is reserved in three-hour blocks for a maximum of nine hours per week. Any student wishing to use the space must sign a copy of the policy and procedures for the use of the room.

PHYSICAL PLANT

24 Charlotte St.

x7566

clarku.edu/offices/physicalplant

The Physical Plant Department 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 the 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, fill out a work request online.

PLANNING AND FINANCE

Geography Building, Room 203 **x7443**

The Office of Planning and Finance oversees the Physical Plant, Human Resources and Affirmative Action, Business & Financial Services, Budgeting, and Business Manager offices (including dining services, printing, purchasing, insurance, and the bookstore). The office is also responsible for investments, external debt, financial planning, and institutional research.

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 together create an environment that is 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 University 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

155 Woodland Street, second floor **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 CUWeb 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

151 Woodland St., first floor **x7453**
clarku.edu/housing

The Residential Life and Housing office supports students' residential needs. The office supervises the residential staff who live in residence halls and houses — these are the people who offer personal and academic 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

The Office of Student Leadership and Programming strives to weave a positive cocurricular experience into the fabric of students' lives out 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. Visit the website listed above or stop by the office to learn how to get involved.

STUDENT ACCOUNTS OFFICE

153 Woodland St., second floor **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
jisler@clarku.edu

x7601

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 zero emissions by 2030, and we are well on our way. Clark's Eco-Reps, along with members of 10 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.

RECYCLING

clarku.edu/recycling

Our student Recycling Crew, in collaboration with Physical Plant custodial staff, has managed Clark's award-winning recycling program since 1992. The Recycling Crew picks up paper, cardboard, glass, metal, styrofoam, electronics, compost and plastics #1-7 (that's every type except soft plastic-like bags and candy wrappers). The Crew sorts everything at the Recycling Center; we sell the valuable commodities and responsibly/locally recycle the rest. Please use recycling bins around campus for all paper, glass, metal, foam, and plastic. Put flattened cardboard next to the recycling bins. There are battery bins in the AC and the UC. There are compost bins in all halls, the UC and the AC. Clark diverts and recycles more than 50% of campus waste because you choose to do the right thing; let's make it 60%!

Check clarku.edu/sustainability for information on how to recycle dozens of other things, the Recycling Crew pick-up schedule, FAQs, and more.

UNIVERSITY MARKETING AND COMMUNICATIONS

138 Woodland St., second floor

x7441

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; and 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

x7575

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 areas including sexual assault investigations, diversity, medical response, active shooter response, hate bias crimes, and crime prevention. 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

Housed under the Dean of Students, this office educates the campus community on issues of health and wellness. In addition to working with individual students, the Wellness and Prevention Education Office sponsors and supports a wide variety of on-campus programs and training on topics such as eating 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.

CLARK ANTI-VIOLENCE EDUCATION (CAVE)

Another program of the Office of Wellness and Prevention Education is CAVE, or Clark Anti-Violence Education. Through CAVE, programs and services are offered to educate the campus community on issues related to healthy relationships, consent, stalking, dating violence and sexual assault. The mission of CAVE is to reduce relationship abuse, sexual assault, and stalking on campus.

THE CAVE COMMUNITY TASK FORCE

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.

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 Raquetteering
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 Palestinians 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
EcoReps
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: 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) will serve on the Committee *ex officio*. The Committee is charged with regularly assessing campus climate for staff, faculty, and students with regard to issues of diversity and inclusion; and periodically reviewing and evaluating university harassment and other policies that concern diversity and inclusion, including a review of the implementation of those policies. 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 degree, and investigates allegations of plagiarism.

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): 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 non-academic units, one graduate student representative, and one undergraduate student representative. The committee is charged with working with the CODI to recommend, to the President and Provost, programmatic and policy enhancements on issues of diversity and inclusion, and serving as advocates of diversity and inclusion initiatives to the campus community.

Undergraduate Academic Board: A faculty committee of shared authority whose membership includes six faculty members — representing science, social sciences, and humanities — and two undergraduate students; according to the Faculty Handbook (April 2010), the UAB is responsible for general supervision of “the educational policies of the College.” 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 Judicial Board: Hears complaints against students related to violations of the Code of Student Conduct.

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STUDENT RIGHTS, RESPONSIBILITIES AND UNIVERSITY JUDICIAL 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 or the Dean of Graduate Studies. 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 judicial process 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 an environment in which the University takes reasonable measures to offer students protection from foreseeable danger.
- Clark University students have the right to an environment conducive to the pursuit of academic requirements and interests.
- Clark University students have the right not to be unlawfully discriminated against by any agent, organization or member of the Clark University community for reasons of 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.
- Clark University students have the right to express their ideas, thoughts and opinions, both individually and in the manners of forum or protest, without fear of censure or retribution from members of the Clark University community.
- Clark University students have the right to a reasonable expectation of privacy in their academic, cocurricular and personal lives.
- Clark University students have the right to access and control access to their educational records as provided in the Federal Family Educational Rights and Privacy Act of 1974, also known as FERPA.
- Clark University students have the right to bring forward a complaint if one has a good faith reason to believe that it is more likely than not that the rights or responsibilities derived from this document have been violated.
- Clark University students have the right to address all alleged violations of the University's policies and procedures. The University's judicial process follows procedures as defined in the Code of Student Conduct.
- 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.

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. Participation in this behavior is a violation of the student code of conduct and will be subject to judicial 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 to, 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 towards 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, the following: threats, physically assaults, or vandalism, including destroying of religious symbols.

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

155 Woodland St., first floor, 508-793-7423

Dean of Graduate Studies Office

138 Woodland St., first floor, 508-793-7676

International Students and Scholars Office

142 Woodland St., second floor, 508-793-7362

Office of Residential Life and Housing

151 Woodland St., first 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 the University Police, Dean of Students Office, and the Dean of Graduate Studies Office. University Police, Dean of Students Office and/or the Dean of Graduate Studies Office will investigate the allegation/incident. Criminal and/or internal judicial 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 Dean of Graduate Studies Office. 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.

SEXUAL HARASSMENT

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, and/or other unwelcome 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 educational program; submission to, or rejection of, such conduct that is used as the basis for an employment or academic decision affecting a student; such conduct 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 HARASSMENT BY VISITORS AND/OR GUESTS

The University does not condone or tolerate sexual harassment by individuals visiting Clark University or guests of students who attend Clark University. If anyone is a victim of sexual harassment by visitors, they should call University Police, who will escort the visitor(s) off campus and/or take other appropriate action. If a visitor or guest's behavior is illegal (for example disturbing the peace, vandalism, sexual assault, etc.) they are subject to arrest.

STALKING

Stalking is defined as any pattern of conduct that has the purpose or effect of producing fear and/or creating an intimidating, hostile or otherwise offensive environment. A "pattern of conduct" is defined as two or more times and constitutes a repeated attempt to initiate unwanted, inappropriate and/or threatening interactions against a particular person or group. Examples of stalking behavior include, but are not limited to: unwelcome communication that can be face-to-face, phone, text, email, voice messages, written messages, gifts, etc.; pursuing and/or following another person or group; surveillance; trespassing; gaining unauthorized access to personal, medical, financial or any other identifying piece of information without explicit permission; and accessing email, phone or other forms of personal communication in order to follow or monitor another's activity.

Cyberstalking is an extension of the physical form of stalking and is unacceptable at any level. Using electronic media such as the Internet, social networking sites, cell phones or similar devices or mediums to pursue, track, harass, monitor or make unwanted contact with another person is a violation of the stalking policy.

Students who feel that they are being stalked are encouraged to seek assistance by contacting one of the various support services on campus and/or filing a judicial complaint. Students may do this by contacting the Dean of Students Office, Dean of Graduate Studies or University Police.

RELATIONSHIP ABUSE (INCLUDING DOMESTIC AND DATING VIOLENCE)

Relationship abuse is 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, currently reside together on or off campus, or who otherwise are connected through a past or existing relationship. It can occur in any intimate relationship. Relationship abuse is sometimes referred to as intimate partner violence, domestic violence or dating violence.

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 emotional abuse, exhibiting manipulative behavior or behavior intended to manipulate control.

Any student who feels that they are in an abusive relationship is encouraged to contact one of the various support services on campus, and/or file a judicial complaint with the Dean of Students Office, Dean of Graduate Studies or University Police.

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 (MGL), 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 MGL 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/BATTERY

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/battery 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.

SEXUAL ASSAULT, SEXUAL MISCONDUCT, AND SEXUAL EXPLOITATION

Sexual violence in any form — including rape/sexual assault, sexual misconduct, and sexual exploitation — is one of the most serious violations of respect for others and will not be tolerated within our community. Some forms of sexual violence, often referred to as sexual assault or rape, are punishable by both civil and criminal legal action.

Emergency support services are available on a 24-hour basis by calling University Police (508-793-7575 from your cell phone, x7575 from an on-campus phone). Further information about support is available at clarku.edu/offices/dos. This site includes a document that contains helpful information in the event that you or someone who know has been the victim of sexual assault. On-campus counseling is available through The Center for Counseling and Personal Growth. Any student who reports a sexual assault, sexual misconduct or sexual exploitation incident is entitled to a change in residence (if living on campus) and/or adjustment of academic class schedule (if situation allows).

Sexual Assault

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

Effective 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. Silence, in and of itself, cannot be interpreted as consent. Consent must be presented throughout the sexual activity by all parties involved. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Consent may never be obtained through the use of force, coercion or intimidation, or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

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. The perpetrator's or victim's use of alcohol or drugs does not diminish the perpetrator's responsibility.

Sexual Misconduct

Sexual misconduct is any intentional sexual touching, however slight, with any object by one person upon another person without effective consent (see “Sexual Assault” for a definition of 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 another person or exposure to another person without effective consent is considered a violation of this policy.

Sexual Exploitation

Sexual exploitation occurs when a student takes nonconsensual 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 sexual activity public with another student without that other student’s consent, prostituting another student, nonconsensual video or audio recording 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 HIV or/and STI to another student.

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 possession, consumption or in the presence of: 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 bong. 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, 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 The Office of Student Accessibility Services, Residential Life and Housing, 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 cell phone, 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 judicial 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 the Wellness Outreach Coordinator and Health Services. 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 "Non-compliance 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.

Because transports to the hospital are considered a serious incident, undergraduate students are expected to notify their parent(s)/legal guardian(s) if such an incident were to occur. Parent(s)/legal guardians(s) of undergraduate students will need to confirm with the Wellness Outreach Coordinator that they have been made aware of this medical incident.

NON-COMPLIANCE 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. Non-compliance 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.

BALCONIES/ROOFS/LEDGES

For safety reasons, students are prohibited from rooftops, ledges, balconies and overhangs on a Clark University building. Students found accessing or misusing a balcony, rooftop, ledge or overhang will be subject to a \$100 fine. Any subsequent violations may result in relocation or removal from Clark University.

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 non-student 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 are 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 persons other than themselves, as well as University and their affiliate's property (i.e. Sodexo). Students must never take possession of items belonging to other persons 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 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 judicial 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, and 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 29.

The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and non-smokers. In all cases, the right of non-smokers to protect their health will take precedence over a smoker's desire to smoke.

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 who are participating in an

away or abroad program are subject to disciplinary action by their host programs and/or Clark University. All academic and disciplinary complaints will be evaluated by the Study Abroad/Away Review Panel, which includes administrators from Academic and Student Affairs. This panel will determine the appropriate course of action and/or relevant sanctions based on investigation of the complaint. 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.

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. While Residential Life and Housing (RLH) has made an effort to keep rules and regulations to a minimum, 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 a \$100 for each subsequent offense. Please see page 42 for more information.

EMOTIONAL SUPPORT AND SERVICE ANIMALS

Emotional support and service animals, as defined by the Americans with Disabilities Act, are permitted both on campus and within the University housing following the approval of the Director of Residential Life and Housing and with input from the Director of Student Accessibility Services. 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

and 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.

BALCONIES/ROOFS/LEDGES

For safety reasons, students are prohibited from rooftops, ledges, and overhangs on any residential building. Balconies in RLH houses are locked and may not be used as they are unsafe for occupancy. Students found accessing or misusing a balcony, rooftop, ledge or overhang will be subject to a \$100 fine. Any subsequent violations may result in relocation or removal from University housing.

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 an 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.

Charcoal and gas grills may be used in designated areas, no less than 40 feet (12 meters) from residential buildings, with approval of RLH professional staff.

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

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. 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.

GUESTS

A guest is defined as any person in a residential building common area who is not currently assigned to a residential space in Clark University Housing or who is present in any residential space they are not assigned to. Guests need to carry identification at all times and must comply with requests to see their identification by any University Official.

Residents may not have more than two (2) guests for every one (1) resident present in a room/suite/apartment at any given time without approval from RLH professional staff.

Residents:

- are responsible for ensuring that their guests know and comply with University policies,
- must accompany guests at all times,
- will be held responsible for their guests' behavior.

University Officials may require guests to leave an on-campus residence.

Guests may only stay overnight in a residence hall/house room with permission of all the room occupants. A guest may not stay overnight on campus for more than three (3) consecutive days per month and no more than 14 total days each semester. Persons who have been removed from on-campus housing for any reason may not return as overnight guests following their removal.

HALL SPORTS

In order to prevent injury to students and damage to fire equipment and the building, playing any sports in the hallways, common spaces, or individual rooms of any University housing is prohibited.

KEYS AND SECURITY

Your key and Clark OneCard are property of the University and 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 Area Coordinator or Hall Director. Subsequent lock-outs will result in a \$25 service charge.

Granting a non-resident 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/suites. 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. Students 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 judicial 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 in the Living on Campus section.

MAINTENANCE AND DAMAGES

Residents are expected to keep their assigned living spaces in reasonably clean and safe condition. Residents may be held judicially and financially 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 (e.g. study and social lounges, kitchens, laundry rooms, hallways, bulletin boards, etc.) of a residence hall or house will result in judicial 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 push-pins 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.

Courtesy Hours are in effect at all other times. During Courtesy Hours if residents are approached for excessive noise by other students or University staff, students are expected to comply with the request as if it were Quiet Hours.

During reading days and final exams 22-hour Quiet Hours will be in effect, with Courtesy Hours from 7 p.m. to 9 p.m.

Amplified musical instruments or amplified music may not be played in University housing. Students are encouraged to use the music practice rooms available in certain academic buildings such as Estabrook Hall or the Traina Center for the Performing Arts.

OCCUPANCY

Students are expected to reside in their assigned room consistently or otherwise cancel their housing contract and/or petition for an official release from their housing contract. Occupancy of a room is limited to the resident(s) assigned to that room and a resident may not sublet, loan, transfer, or contract their housing to another person. All room changes must be approved by RLH staff. Students who commit unauthorized room changes will be required to return to their assigned space and may face disciplinary action. Students may not remain in on-campus housing during announced closings without the approval of RLH. Residents are expected to leave the building within 24 hours of their last exam at the end of the semester. Residents must vacate their rooms and remove all personal belongings at the end of the academic year. Any resident who moves to another space on campus or leaves University housing is required to properly check out of their previously assigned room by returning any issued keys and completing the necessary paperwork with RLH staff. Students who do not check out properly forfeit their right to contest damage or cleaning charges. Should a resident's housing contract be canceled for disciplinary or other reasons, or if the resident withdraws or goes on leave of absence from the University, they are expected to vacate their on-campus housing assignment within 72 hours.

SALES AND SOLICITATION

Use of on-campus housing and/or residential phone and data lines to conduct a business or commercial enterprise is prohibited.

Unauthorized distribution of information in on-campus housing, or soliciting door-to-door, is not permitted without appropriate approval of RLH professional staff. Approval for door-to-door solicitation is limited to Student Council, Hall Council, recognized student organizations and residential life programs. Outside vendors and/or organizations are not permitted to solicit within University residence halls and houses.

SMOKING

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 JUDICIAL PROCEDURES

The University judicial system shall respond to complaints concerning the infringement of student's 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 judicial system may attempt to resolve the matter informally with the assistance of the Affirmative Action Officer, a member of the Dean of Students staff, a member of the Dean of Graduate Studies, a faculty member, a counselor, a peer, a member of the University Police.

Students wishing to bring forth a complaint against a faculty or staff member should refer to the University's Title IX Policy.

INVOCATION OF JUDICIAL ACTION

Any member of the Clark community may initiate the University's judicial process. For this to occur, a formal complaint must be submitted to the Dean of Students Office or the Dean of Graduate Studies, 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 to submit personal statements. The University may, at its discretion, initiate the University's judicial process on its own behalf or on behalf of other persons based on the information that is shared.

ADMINISTRATIVE DISPOSITION AND THE UNIVERSITY JUDICIAL 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, the Dean of Graduate Studies, the Graduate Dean's designee, Residential Life and Housing professional staff members, or the University Judicial Board (UJB), 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 judicial system.

The University's judicial process is as follows:

- A. A member of the judicial staff will determine if judicial action is warranted based on a review and/or investigation of all information provided by the complainant.
- B. If judicial action is warranted the case will be handled by either a Hearing Officer or a Board. 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.

- C. A student may elect to suspend their on-campus judicial proceeding if they are also facing criminal/civil charges for the same incident. In these cases, the Chair of the University Judicial Board will meet with the student to discuss the appropriate course of action. The University reserves the right to continue with its internal judicial process at any time, whether the responding student elects to participate or not. A student who is determined to represent a threat to any member of the campus community, or whose actions are determined to be a significant violation of the Code of Student Conduct, may be placed on interim suspension until they participate in the University judicial process.
- D. In non-sexual offense or university judicial board cases when the student accepts responsibility for the alleged violation(s), the staff member may, when appropriate, discuss a range of appropriate sanction(s) that will be recommended for approval by the Dean of Students or Dean of Graduate Studies. The Dean, or Dean's designee, may approve the recommendation(s) or impose a different sanction(s) if one is deemed appropriate. The final decision will be shared in writing and delivered to the student via email.
- E. In non-sexual offense or university judicial board cases, when the student denies responsibility for the alleged violation(s) the staff member will determine if there is sufficient information available to find the student responsible for the violation(s) regardless of the denial. If so, the staff member will make the decision and discuss a range of appropriate sanction(s) that will be recommended for approval by the Dean of Students or the Dean of Graduate Studies. Under this circumstance the student will have the opportunity to appeal the decision to the Chair of the UJB. 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. Cases that are referred to the UJB or Sexual Offense Hearing Board appeals are heard by the Dean of Students, Dean of Graduate Studies or their designee.
- F. The judicial staff member may choose to refer the matter to the UJB 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 UJB 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. 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 JUDICIAL BOARD MEMBERSHIP

The entire membership of the UJB includes students, faculty members, administrators, and the Chair of the Board who is appointed by the Dean of Students or the Dean of Graduate Studies.

In the event of a hearing where removal from University housing, suspension, dismissal or expulsion are possible outcomes the Board will consist of students, faculty and staff and is known as a full Board hearing. All other University Judicial Board hearings will include two students and one administrator and is known as a simplified Board hearing.

1. The faculty steering committee will appoint faculty members to serve on the UJB. The faculty members will rotate their participation at hearings, with one member generally sitting at each full Board hearing.
2. The undergraduate student members of the UJB shall typically be selected in the spring semester. A committee consisting of at least one administrator appointed by the dean and one current Undergraduate member of the UJB will interview undergraduate candidates for positions on the UJB. The committee will attempt to ensure diversity of membership. Student UJB members must be in good academic and disciplinary standing and remain so during the duration of their service.
3. The graduate student members of the UJB shall typically be selected in the spring semester. A committee consisting of at least one administrator appointed by the dean and one current Graduate member of the UJB will interview graduate candidates for positions on the UJB. The committee will attempt to ensure diversity of membership. Student UJB members must be in good academic and disciplinary standing and remain so during the duration of their service.
4. The Dean of Students, Dean of Graduate Studies, or their designee(s), shall appoint administrators to serve on the UJB. 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.
5. A Board member may resign by notifying the Chair in writing.
6. A Board member may withdraw from 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.
7. A Board member may be removed from the UJB by the UJB Chair, for cause.

UNIVERSITY JUDICIAL BOARD PROCEDURE

1. Upon receiving a referral of a case for resolution, the UJB Chair will determine that the case be referred to either a full Board or simplified Board. In either case, the Chair will notify all involved students and the Board members of the scheduled hearing.
2. All cases referred to the UJB will be handled as soon as is practical. Typically, cases will be heard within a two-week period after a complaint is filed. Exceptions may be made by the Board as deemed necessary.
3. Both the complainant and the respondent will have a pre-hearing meeting scheduled for them with the Chair of the Board. During this meeting the Chair will review Board procedure and both parties will have the opportunity to be read the written complaint. In UJB cases, the respondent does have the option to accept responsibility and sanctions imposed by the prehearing officer. This option does not apply for Sexual Offense Hearing Board cases.
4. Both parties will have access to review the full case file prior to the hearing. A time will be scheduled by the Chair in advance and the students will be notified during the pre-hearing of their scheduled time.
5. Both the complainant and the respondent may request the assistance of an advisor, an individual of the student's choosing from within the Clark community. If the advisor 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 advisor's role will be limited to consultation with the advisee.
6. During the hearing, normally only the complainant, the respondent, Board members, approved witnesses, and the advisors will be present. Witnesses shall only be present when sharing information with the Board, except at the discretion of the Chair. Once a witness has presented their information to the Board they must leave the vicinity of the hearing.
7. The UJB 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.
8. During a hearing, the Board will allow the complainant and the respondent to share information, to allow witnesses to share information, and to ask questions of each other directly or through 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.
9. All information shared at the hearing is recorded, the Board's deliberation is not recorded.
10. If the respondent chooses not to speak at or attend the hearing, the UJB procedures will still be followed and sanctions, if appropriate, will be imposed.
11. The Chair may remove any individual who impedes the judicial process. The Chair will act to promote a civil and respectful proceeding.
12. At any point in time, either the respondent, complainant or members of the Board may request a short recess. The Chair will determine whether to grant that request and for how long the Board will recess. If a recess is granted, the hearing will begin at the announced time without delay.
13. The UJB invokes an evidentiary standard of "preponderance of the evidence" when determining whether a violation has occurred.
14. 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, that will be recommended to the Dean of Students, the Dean of Graduate Studies, or their designee shall have the right to adopt the Board's recommendation or impose a different sanction.
15. 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.
16. At the conclusion of the judicial proceeding, the Dean of Students, the Dean of Graduate Studies or their designee shall share the final decision with the respondent, delivered by email to the respondent's Clark email account, in the name of the University.
17. The Dean of Students, the Dean of Graduate Studies, or their designee, will notify the complainant of the decision and any portion of a sanction that limits contact between the complainant and the respondent.

SEXUAL OFFENSE HEARING BOARD

The University recognizes that cases that involve alleged violations of sexual misconduct are some of the most challenging and confidential hearings to resolve. As such, the University has formed a hearing Board that will only hear cases that allege a violation of sexual assault, sexual misconduct, sexual exploitation, and/or harassment or stalking that includes elements of sexual misconduct. The Sexual Offense Hearing Board is comprised of the University Judicial Board Chair or their designee, and three non-student members of the campus community (faculty, staff, administrators) who have been

trained to understand the complexities and legal implications associated with these specific policy violations.

The University reserves the right to amend or modify this process. This includes modifying the process in unusual circumstances including, but not limited to, when a complainant withdraws a complaint or a respondent admits responsibility.

SEXUAL OFFENSE HEARING BOARD PROCEDURE

In accordance with the Title IX and the Office of Civil Rights' Dear Colleague Letter of 2011, Clark University must take immediate and appropriate action to investigate reports of sexual misconduct, and take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation.

1. Upon receiving a report of sexual violence, the UJB Chair will designate a Hearing Board Chair and select three neutral, non-student members to serve on the Sexual Offense Hearing Board.
2. The Hearing Board Chair will notify the complainant and the respondent of the scheduled hearing.
3. The Hearing Board Chair will schedule individual meetings with the complainant and the respondent. The Hearing Board Chair does not have a vote in determining responsibility, and therefore, serves as a procedural coordinator and advisor responsible for ensuring the judicial process follows procedures. During the individual meeting, the Chair will explain the judicial process from investigation to conclusion. Additionally, the complainant and the respondent will be shown the location where the hearing will take place and given the option of having a police officer at the hearing. The complainant also has the opportunity to have a physical divider placed in the hearing room to separate parties from each other.
4. Evidence cannot be removed from the space.
5. The respondent is given an opportunity to provide a written statement that is entered into the case file. All statements included in the case file must be submitted to the Chair of the Board at least 48 business hours prior to the hearing. Should a respondent choose not to submit a written statement prior to the hearing but bring a statement to the hearing, the Chair will call for a recess allowing all involved parties' time to review the new information.
6. Both parties will have access to review the full case file prior to the hearing. A time will be scheduled by the Chair in advance and the students will be notified during the pre-hearing of their scheduled time.
7. Both the complainant and the respondent may request the assistance of an advisor throughout the process. An advisor is an individual of the student's choosing and in cases brought to the Sexual Offense Hearing Board may be individuals who are not a part of the Clark community. If the advisor will be attending this hearing, their name must be shared with the Chair at least 24 hours in advance of the hearing. During the hearing, the advisor's role will be limited to consultation with the advisee.
8. During the hearing, only the complainant, the respondent, Board Chair, Board members, approved witnesses, and advisors may be present. Witnesses shall only be present when sharing information with the Board, except at the discretion of the Chair.
9. The Sexual Offense Hearing Board may require the cooperation of any member of the Clark community in providing information during the hearing. No member of the University staff with whom the complainant or the respondent has entered into a confidential relationship can share information arising from the role without the permission of the complainant or the respondent. All members of the Sexual Offense Hearing Board are bound by confidentiality, no other accommodations for confidentiality can be guaranteed.
10. 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 at least 48 business hours prior to the hearing. Witnesses called into the room will be asked to read their statements. They will not be permitted to ask questions of either the Board or the complainant and respondent. A witness who is not present when their name is called to be invited into the hearing room will not be permitted to participate in the hearing. No additional attempts will be made to contact witnesses as all have been notified and their attendance has been confirmed.
11. All information shared at the hearing is recorded, the digital recording will not be available as a part of any participant's educational or judicial record. Note that the Board's deliberation will not be recorded.
12. If at any time during the hearing, a question or response is deemed inappropriate, irrelevant to these proceedings, the Chair will interrupt and ask that either a student not respond to the question that was asked or ask that the response given be excluded from the formal proceedings.
13. If the respondent chooses not to speak at or attend the hearing the Sexual Offense Hearing Board procedures will still be followed and sanctions, if appropriate, will be imposed.

14. The Chair may remove any individual who impedes the judicial process. The Chair will act to promote a civil and respectful proceeding.
15. Questions from either the respondent or the complainant should be directed to the Chair. The Chair will then ask the question and solicit a response. At no time should the complainant or respondent address questions directly at one another.
16. At any point in time, either the respondent, complainant or members of the Board may request a short recess. The Chair will determine whether to grant that request and for how long the Board will recess. If a recess is granted, the hearing will begin at the announced time without delay.
17. The Sexual Offense Hearing Board invokes an evidentiary standard of "preponderance of the evidence" when determining whether a violation has occurred.
18. Following the completion of the hearing, the Board members shall decide by majority vote whether the respondent was responsible for the violations(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, that will be recommended to the Dean of Students, Dean of the Graduate Studies, or their designee who shall have the right to adopt the Board's recommendation or impose a different sanction. The Hearing Board Chair will be responsible for communicating the Board's decision and recommended sanction in writing to the Dean of Students, Dean of Graduate Studies, or their designee.
19. The seriousness of Sexual Harassment/Misconduct/Exploitation is a major concern and the University does not want any of the circumstances (e.g. drug or alcohol use) to inhibit the reporting of Sexual Harassment/Misconduct/Exploitation. 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.
20. At the conclusion of the judicial proceeding, the Dean of Students, Dean of Graduate Studies, or their designee will simultaneously deliver the Sexual Offense Hearing Board's decision and impose sanction(s) via campus e-mail, in the name of the University, to both the respondent and the complainant.
21. Both the complainant and the respondent will have the right to appeal any decision made by a hearing Board. See Judicial Review Procedures (page 34).

JUDICIAL SANCTIONS

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 UJB/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 Judicial 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 reimbursing 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 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, Dean of Graduate Studies and/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; or

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 judicial 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, Dean of Graduate Studies or 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.

JUDICIAL REVIEW PROCESS

1. Both a complainant and/or a respondent may request that the University Judicial Board/Sexual Offense Hearing Boards (Board) decision be reviewed. In these cases the provost 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 judicial 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 provost their 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 provost or their designee shall have access to the case file when a review has been requested.
4. The provost 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 provost or their designee will be considered to be final, the president of the University reserves the right to amend or alter all administrative and judicial decisions of the University.

JUDICIAL RECORDS

1. An electronic file, as well as the Hearing tape or transcript thereof, will be maintained by the judicial 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.

APPENDIX:

University Official: Any employee of Clark University, i.e. University Police, RLH staff, member of the Dean of Students Office/Graduate Deans Office.

Student: Any person taking courses at the University, either full-time or part-time.

Hearing Officer: A University official authorized on a case-by-case basis to determine whether a student has violated the Code of Student Conduct and to impose a sanction when a violation of the Code has been committed.

Respondent: A student alleged to have violated the Code of Student Conduct who has been notified that they are requested to attend a formal discipline hearing.

Complainant: Any individual member of the Clark community, or the University itself, who submits an incident report alleging that a student has violated the Code of Student Conduct.

Sanction: A requirement a student must abide by or complete when found responsible for violating the Code of Student Conduct.

Witness: Any person with knowledge of a student's alleged violation of the Code of Student Conduct.

Incident Report: A written account of an incident.

Business Day: Any day, Monday through Friday, that the University is open.

Domestic Violence: A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

HELPFUL RESOURCES

On Campus Resources

Counseling/Psychological Services: 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.

The Center for Counseling and Personal Growth 508-793-7678

Medical Services: Confidential physical health services are available, including physical exams and testing for sexually transmitted infections (STIs) and pregnancy.

Health Services 508-793-7467

Advocacy Services: Advocates provide information about sexual assault and relationship abuse, including referrals and a list of potential options that survivors have legally, medically, and psychologically.

Erin Dolan, Dean of Students Office 508-793-7423

Clark Anti-Violence Education Program
CAVE@clarku.edu

University Police: University Police will investigate the allegation/incident and can assist in filing criminal and/or internal charges if desired.

Basement of Bullock Hall 508-793-7575

Residential Life and Housing: Can assist with room change requests or discuss other housing options. In addition, administrators, professional live-in staff and student Residential Advisors (RAs) are trained to assist survivors of sexual violence.

151 Woodland Street, first floor 508-793-7453

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 violence, may be handled by the Dean of Students Office, the Dean's designee, the Sexual Offense Hearing Board, or the University Judicial Board.

155 Woodland Street, first floor 508-793-7423

Dean of Graduate Studies: Provides support, assistance, and guidance to students. Complaints that involve possible violations of the Student Code of Conduct, including complaints related to sexual violence, may be handled by the Dean of Graduate Studies Office, the Dean's designee, the Sexual Offense Hearing Board, or the University Judicial Board.

138 Woodland Street, first floor 508-793-7676

Title IX Coordinator: The Title IX Coordinator is the University Official designated to receive and investigate complaints related to sexual violence on campus.

Jacqueline Capomacchio (Title IX Coordinator) 508-793-7294

Davis Baird, Deputy 508-793-7673

Trish Cronin, Deputy 508-793-7305

Paul Wykes, Deputy 508-793-7385

Sergeant Lauren Misale 508-793-7575

Off-Campus Resources and Services

Medical Services: These providers can offer physical exams and provide sexual and reproductive health services (e.g. STI and pregnancy testing). Additionally, Sexual Assault Nurse Examiners (SANEs) are available to collect evidence in case an individual would like to pursue criminal charges. These resources are confidential.

UMass Memorial Hospital Emergency Room/SANE Nurse
508-334-1000

UMASS Memorial University Campus/SANE Nurse
508-334-1000

St. Vincent's Hospital Emergency Room/SANE Nurse
508-363-5000

Planned Parenthood
508-258-4448

Counseling/Advocacy Services: These providers can offer confidential counseling, advocacy, and other services.

Sexual Assault:
Pathways for Change
508-870-5905 (24-hr hotline)

Relationship Abuse:
Daybreak Domestic Violence Services
508-755-9030 (24-hr hotline)

Court Advocacy: These services provide confidential support, help with access to, and explanation of the legal process and court procedures for survivors of crime.

Daybreak/SAFEPLAN (assistance with restraining orders)
508-831-2168

Survivor Witness Program (advocate from DA's office)
508-799-8610

Law Enforcement: Police will investigate the allegation/incident. Criminal charges may result.

Worcester Police
508-799-8606

Daybreak/Worcester Intervention Network (WIN)
508-799-8610

Legal Assistance: These confidential services offer legal advice and provide direct legal representation to survivors of relationship abuse and sexual assault.

Community Legal Aid 508-752-3722

Survivor Rights Law Center 508-399-6720

Massachusetts Justice Project (legal advice and referrals)
(508) 831-9888

Financial Assistance: 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. Please call (508) 755-8601.

CAMPUS EVENTS

ENTERTAINMENT CONTRACTS

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.

RESERVATIONS

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.

ENDING TIME FOR EVENTS

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.

ADMISSION TO EVENTS

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.

IDENTIFICATION POLICY

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).

GUEST POLICY

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 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 (i.e. — 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 the entrance of 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.

ADVERTISING

Advertisement of social events sponsored by student organizations is restricted to authorized locations on the Clark campus. See the posting policy on page 51 for specific details.

SECURITY

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 the Physical Plant staff or by 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 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 non-licensed 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 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

If 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 the 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)

CAMPUS 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 43.
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" – 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 either the Events Planning or Residential Life and Housing office.
5. All flyers will be hung by University Center employees. Flyers should be turned into 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 51)

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*
- Sigma Pi Sigma: *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 for decal pricing, rules and regulations, a map of all parking locations, and the 2015-2016 parking application. clarku.edu/parking

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 judicial 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 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 judicial 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.

11. UNIVERSITY AGENTS

Parents/guardians may obtain non-directory information (e.g. grades, academic standing, etc.) at the discretion of the institution and after it is determined that the student is legally dependent on either parent or guardian.

TABLING 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

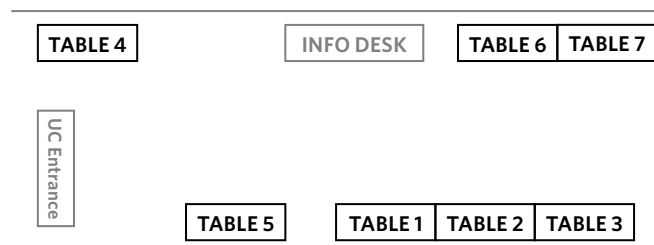
The booking policy for these tables is as follows:

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 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.
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.



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

It is the policy of Clark University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex, or veteran's status in the administration of all campus programs, services, and activities including inter-collegiate athletics, the admission of students, employment actions, or other sponsored activities.

Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities. 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).

To ensure compliance with Title IX, the president of the 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. Clark's Title IX Coordinator is Jacqueline Capomacchio, director of human resources and affirmative action (jcapomacchio@clarku.edu; 508-793-7294).

Clark's "Harassment and Discrimination Prevention Policy" is at clarku.edu/antidiscrimination-policy.

An explanation and review of grievance procedures is at clarku.edu/grievance-procedures.

As part of Clark's efforts to ensure compliance with all Title IX laws and regulations, the University also has a Title IX Team that includes the following individuals:

- Athletics: Trish Cronin, director of athletics and recreation (tcronin@clarku.edu)
- Academic Affairs: Provost Davis Baird (dbaird@clarku.edu)
- University Police: Officer Lauren Misale, sexual assault investigator (lmisale@clarku.edu)
- Business Office: Paul Wykes, business manager (pwynes@clarku.edu)

Clark University students who feel that they have experienced inappropriate behavior, sexual misconduct, harassment or discrimination can meet with one of the following members of the community to discuss or report the incident: the dean of students, associate dean of students, director of residential life and housing, dean of graduate studies, or provost.

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 summonsed 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

There are more than 1,750 undergraduate and graduate students who reside in the University's 8 residence halls and 14 houses. On-campus housing is managed by the Office of Residential Life and Housing (RLH), its 7 professional staff members and 42 undergraduate Resident Advisers (RAs) and Housing Complex Managers; 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 no more than 25 miles from campus. 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.

DIRECTOR OF RESIDENTIAL LIFE AND HOUSING

The Director of Residential Life and Housing provides the overall supervision and direction for the department. The Director works with the Assistant Director of RLH, Area Coordinators, Hall Directors, and Resident Advisers to assess the needs of students and to provide services that fulfill the University's mission as well as that of the department. The director is responsible for managing and maintaining the room assignment process for new students, the room selection process for returning students, room changes, and opening/closing procedures. The director also manages Web content and administrative applications for the RLH Office.

SENIOR ASSISTANT DIRECTOR

The Senior Assistant Director oversees multiple functions related to the overall management of the office, including housing, budget management, and personnel matters. This individual is responsible for the RA recruitment and selection process and ensures that the operational elements of the RA programming are supported. He or she provides oversight to the upperclass and graduate program in collaboration with the area coordinator and hall director of that unit. Additionally, the senior assistant director serves as the principle judicial officer for Residential Life & Housing and, in collaboration, with the Dean of Students Office leads investigations into conduct-related matters.

ASSISTANT DIRECTOR OF RESIDENTIAL EDUCATION & AREA COORDINATOR FOR FIRST-YEAR AND TRANSFER COMMUNITIES

The Assistant Director for Residential Education and First-Year and Transfer Area Coordinator is responsible for developing a cohesive approach to the residential experience by building responsive models grounded in assessment. He or she oversees the department's efforts in marketing, social media and education, which includes mentorship, training, in-services, and residential governance programs. The assistant director also provides oversight to the First-Year and Transfer program in collaboration with the hall directors of that unit.

AREA COORDINATOR FOR UPPERCLASS AND GRADUATE COMMUNITIES

The Area Coordinator for Upperclass and Graduate Communities is professional staff members living in the residence halls who is committed to the growth and development of residential college students. The Area Coordinator for Upper-Class and Graduate Communities is responsible for advising residents on personal and/or academic concerns, supervising the resident adviser staff, promoting hall programs and activities, advising hall councils, and managing all aspects of residence hall life for Clark housing for sophomore, junior, senior, and graduate students. The area coordinator directly supervises the Maywood Street Hall and Blackstone Hall RAs, the hall director for Dana and Hughes halls, and the housing complex managers for undergraduate and graduate Clark houses. He or she is responsible for the design and implementation of Clark's Sophomore Residential Experience and Junior Transitions programs.

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.

HOUSING COMPLEX MANAGERS

Residential Life and Housing employs three housing complex managers to oversee Clark's 14 undergraduate and graduate houses. They act as building managers for the following housing complexes:

- **South Complex:** 13 Beaver St., 1 & 3 Maywood Place, 21 & 23 Maywood St.
- **North Complex:** 70 Florence St., 2 Downing St., 112 & 114 Woodland St.
- **Main Street Complex:** 906, 914, 926, 930, & 934 Main St.

Housing complex managers manage room condition checks and health and safety inspections for the houses in their complex. In addition to providing social opportunities for their residents, they meet with residents throughout each semester to check in with them, as well as verify that everything is going well in the houses. The managers also serve as part of the on-call professional teams each Thursday, Friday, and Saturday night, along with a hall director or area coordinator.

RLH OFFICE MANAGER

The Office Manager runs the central office and student employee staff. He or she coordinates appointments and facilitates communication among staff, students, parents, and other community members.

RESIDENT ADVISERS

The Office of Residential Life and Housing employs undergraduate paraprofessional staff members as resident advisers (RAs) in each of the eight residence halls. RAs 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.

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 go off 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 Noise policy in Residential Community Standards and Policies for a description of quiet hours). 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, between semesters. 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 or leave up to 48 hours early or 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 in the RLH office.
- 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 Physical Plant 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 contact Lisa Jano at ljano@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 that 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 judicial action and be fined \$50. 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.

RAs are available for lock-outs during duty hours and when otherwise available during the day. If an RA is not available, or it is after duty hours, contact University Police (x7575). Residents will be required to show proper identification and verify their room assignment before being let in; once reentry is granted they will be asked to show their keys to verify that they have not been lost. House residents who lock themselves out should call University Police.

Since the security of a campus residence is of utmost importance, students will be permitted one excused lock-out per academic year. A second lock-out will result in an educational meeting with your area coordinator or hall director. The consequence for three or more lock-outs is judicial action and a \$25 service charge per incident.

LOST KEYS/CLARK ONECARD

If you lose your room key during the course of the year you will be charged a replacement fee for your room lock and key. It is strongly recommended that you keep your keys on a reliable key ring and that you carry your keys and Clark OneCard, which is your University I.D., at all times. Do not lend your keys or OneCard to anyone, for any reason. If you lose your room key, you should immediately notify your Resident Adviser and go to the Cashier's Office (153 Woodland St., second floor). Upon paying the cashier \$35 for the replacement key and lock, you will

get a receipt to take to Physical Plant. If you are unable to pay this fee immediately, it will be added to your student account (you will need to visit the Student Accounts office to do this). Lock changes initiated by University staff will cost \$35 plus a \$15 service fee (\$50 total). Locks are changed for security purposes when keys are lost.

Lost Clark OneCards should immediately be reported to University Police. A replacement card costs \$20.

Remember to return your room key before leaving at the end of the year to avoid being charged for its replacement.

PARTIES/SOCIAL GATHERINGS

While students are welcome to entertain and host guests in their residence halls or houses, residents need to be aware that hosting and/or attending large gatherings or parties where alcohol is present puts them at risk for violating several policies outlined in the Code of Student Conduct and Residential Community Standards and Policies. It is highly recommended that all residents familiarize themselves with the University's policies on alcohol (including underage consumption and presence, communal sources, and drinking games), guests and noise before deciding to host or attend a party in University housing. RLH staff and University Police will confront and document any situation where a party is suspected of taking place and reserve the right to ask any guests present to leave if policy violations are evident.

POSTING POLICY

Guidelines have been established to help student groups and organizations advertise their events while maintaining a respectful and clean residential 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 (151 Woodland Street, first 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 copies of posters/signs to the RLH office between 8:30 a.m. and 5 p.m., Monday through Friday.
 - 8 copies for residence halls
 - 9 copies for undergraduate houses
 - 5 copies for graduate houses
2. After they have been stamped, posters/signs will be given (by RLH) to the person in charge of each building or house (i.e., RA or HCM).

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 the event has 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.

PROHIBITED AND APPROVED ITEMS

Prohibited items that are found in any room/suite are subject to confiscation by University staff or University Police. The following materials are not permitted in the residence halls:

- Extension cords
- Candles
- Hot plates
- Space heaters
- Incense
- Fireworks
- Traffic signs
- Halogen lamps
- Lava lamps
- Live, cut trees (e.g., a holiday tree)
- Oil lamps
- Weapons
- Air conditioners
- Fuels
- Automotive parts
- Any additional items prohibited by law, University policy, or deemed unsafe by University staff.

RLH permits the use of UL-approved power strips and multi-plug adapters with internal surge protectors, as well as other UL-approved appliances that are not listed above or otherwise prohibited in Residential Community Standards and the housing contract. For information on UL-approved appliances, visit ul.com.

RESIDENCE HALL ASSOCIATION/ RESIDENCE HALL AND HOUSE COUNCILS

Residence Hall Councils represent students living in specific residence halls/houses and are formed at the beginning of each academic year. The purpose of these councils is to promote community, diversity and awareness through programming and advocacy, with the ultimate goal of increasing the quality of life in these buildings.

The Residence Hall Association (RHA) represents the entire student population and governs the hall councils, ensuring that they remain active and focused. Additionally, RHA works with the Office of Residential Life and Housing to maintain the quality of life for resident students.

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 need be, it also realizes that the 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 area coordinator or hall director 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 with 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, who will check the condition of rooms and furniture 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

The 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 December 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/suite during room inspections will be confiscated and judicial action may be taken. Housing complex managers 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 single 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 and 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 judicial 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. You will be responsible for the cost of repairing damage caused by nails, hooks, etc.

If you believe your room needs maintenance or repairs, complete an online work request online at tmaweb.clarku.edu or call Physical Plant 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 Physical Plant 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 responsibility 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. While your relationship and connection with Clark remain strong, you are now a resident of Worcester!

This section provides students who are, or who are thinking about, living off campus with valuable information about being a good neighbor and responsible renter. 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 policy or law may be subject to disciplinary action through the judicial 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 and are only made if the student will be living with a parent or legal guardian and the primary residence is no more than 25 miles from campus.

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.

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 get 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 judicial 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.

In addition, 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).

ALERT Worcester

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.

DOG LICENSES AND REGISTRATION

Some off-campus students might consider dog ownership if permitted by their lease. All dogs must be registered and licensed in the City of Worcester. According to city ordinance, all dog owners are responsible for keeping their dogs leashed and for cleaning up all waste.

SOCIAL HOST LIABILITY AND OFF-CAMPUS PARTIES

As an off-campus resident, you may consider hosting gatherings at your apartment or property that include the availability and/or consumption of alcohol. Massachusetts, like most states, has a "Social Host Liability Law" that places any party host at significant risk should anything happen to a guest during or after a gathering at your residence.

When you live on campus, Clark University takes responsibility for many of the actions that happen in and around the residence halls and houses. This is one of the reasons why Clark employs resident advisers and police officers who make frequent rounds of the property to address any questionable incidents or safety concerns. When you live off campus, you assume most of the responsibility associated with what happens in your apartment and under your supervision.

In the Commonwealth of Massachusetts, the sale, delivery or furnishing (making available) of alcohol to persons under 21 is prohibited and considered a violation of the law, subject to arrest at an officer's discretion. In addition, a "social host" may — under certain circumstances — be held liable for injuries caused by a guest (of any age) who, having consumed alcohol at the host's residence, does harm to him or herself or to a third party. A "social host" is defined as any person who provides alcohol to others as an act of hospitality or hosts a gathering that serves or condones the consumption of alcohol. In Massachusetts, a host who simply allows alcohol to be consumed at their residence may be responsible for the actions of others.

If the guest is a minor and the host reasonably knew or should have known that they were allowing an underage person to consume alcohol, the host may be also be held responsible.

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, Physical Plant 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 make certain 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.

TENANT’S RIGHTS

In Massachusetts, all tenants and landlords are subject to laws and regulations that create a safe and respectful living environment for those who choose to rent property. In general, as a tenant you have the following basic rights:

- The right to deny your landlord entry to your apartment unless they give notice and are inspecting the premises, making repairs, showing the apartment to prospective renters, or if permitted by a court order.
- The right against retaliation from a landlord following a tenant’s decision to make a formal complaint.
- The right to a habitable environment that includes working water, heat, safe kitchens, a pest-free environment, safe structural elements, and reasonable snow removal.

For a complete list of tenant rights and landlord responsibilities, visit mass.gov and search “Tenant and Landlord Rights.”

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 ever 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

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WELCOME TO WORCESTER

As a member of the Clark community, you are also a resident of the City of Worcester. Many students enjoy their explorations of the city during their time at Clark. We hope you will take the time to get out into Worcester and its surrounding towns, as Central Massachusetts has a lot to offer you! There are a multitude of opportunities available for you to broaden your cultural, social and environmental horizons. Grab a friend and take a ride, using this guide to find places you might want to visit — or at least “drive by.” Get lost in the city. Find a green place to picnic, hike or just relax.

Students often have questions about Worcester. Here is a brief history of the city that Clark University calls home:

Worcester is the second largest city in New England, behind Boston and just in front of Providence, R.I. Named after the historic city of the same name in England, Worcester (which roughly translates into “War Camp”) was incorporated as a town in 1722 and chartered as a city in 1848.

Before being settled by colonists, the Worcester area was home to the Pakachoag Tribe of the Nipmuc Nation. They called the area in and around Worcester “Quinsigamond,” which means “fishing place for pickerel.” Mt. Wachusett, now as a skiing destination, was considered their sacred place. On Sept. 10, 1684, British settlers changed the town’s name from Quinsigamond to Worcester.

During the Revolutionary War, Worcester served as a center for revolutionary activity. In 1775, determining that Boston was becoming too dangerous, Isaiah Thomas moved his newspaper **The Massachusetts Spy** to Worcester. On July 14, 1776, Thomas performed the first public reading of the Declaration of Independence in front of Worcester City Hall. Thomas also founded the American Antiquarian Society in 1812. This research library holds nearly two-thirds of all items known to have been in print in America from 1639 through 1820. People from all over the world come to Worcester to study this unique and comprehensive collection of American history.

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 women in its employ. The first 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, Puerto Ricans, 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 Greendale 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 population boom 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 63 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.
- 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, Ph.D. ‘11 — 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.
- Charles Olsen, a Worcester poet and native, coined the term “postmodern” in 1958.
- 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

Annie's Clark Brunch ★ 🚶 ☑
Diner [Cash Only]
934 Main St. 508-756-1550

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

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

Brisa Tropical Restaurant 🚶
El Salvadorian
976 Main St. 508-797-3900

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

Fantastic Pizza ★ 🚶 ☑☑
Pizza, Greek
(take-out/delivery available)
910 Main St. 508-798-5577

Hacienda Don Juan
Salvadorian, Mexican
875 Main St. 508-756-2076

McDonald's 🚶
(drive-through available)
995 Main St. 508-752-9268

One Love Café ★
Jamaican; vegetarian-friendly
800 Main St. 508-753-8663

Saigon 🚶
Vietnamese, Chinese
976 Main St. 508-799-5250

Subway ☑☑☑
399 Southbridge St./151 Highland St.

Uncle Sam's Pizza ★ 🚶 ☑☑
Pizza, sandwiches
(take-out/delivery available)
974 Main St. 508-890-7888

PARK AVENUE

An Thu Restaurant 🚶
Vietnamese
439 Park Ave. 508-752-1330

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

D'Angelo Grilled Sandwiches ☑☑☑
Sandwiches (take-out available)
318 Park Ave. 508-756-6335

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

Domino's Pizza 🚶 ☑☑
413 Park Ave. 508-754-2236

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

Ho Toy Luau Restaurant ★ 🚶
Chinese; Polynesian; bar
401 Park Ave. 508-754-4929

KFC/Taco Bell 🚶
(drive-through available)
418 Park Ave. 508-755-5271

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

Park Grill & Spirits
Traditional Pub, Italian
257 Park Ave. 508-756-7995

Peppercorn's Grill & Bar 🚶
American
455 Park Ave. 508-752-7711

Pho Dakao ☑
Vietnamese
593 Park Ave. 508-756-7555

Sakura Tokyo
Japanese; hibachi grill
640 Park Ave. 508-792-1078

Shiraz Armenian Cuisine ☑
Armenian (take-out available)
259 Park Ave. 508-767-1639

Subway ☑☑☑
392 Park Ave.

Wendy's 🚶
(drive through available)
500 Park Ave. 508-831-9910

YaMON Jamaican Jerk Hut
482 Park Ave. 508-752-2101

Yoway Café & Frozen Yogurt 🚶 ☑☑☑
395B Park Ave. 508-459-0611

SHREWSBURY STREET

111 Chop House ☑
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
294-305 Shrewsbury St. 508-753-2995

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

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

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

Sweet ★ ☑
Bakery
72 Shrewsbury St. 508-373-2248

Nuovo
American, grill
92 Shrewsbury St. 508-756-5915

The Fix Burger Bar
166 Shrewsbury St. 774-823-3327

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

Volturno Pizza ☑
72 Shrewsbury St. 508-756-8658

- ★ Clarkie Favorite
- 🚶 Walking Distance from Campus
- ☑ Within Clark Escort Range
- ☑ Worcester Magazine "Best of 2014"
- ☑☑☑ 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 CCC ☑

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 CCC

318 Park Ave. 508-756-6335

Evo Restaurant ★ ☉

American, organic, vegetarian/vegan

234 Chandler St. 508-459-4240

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 ★ CCC

3 Stafford St. 508-459-6060

Nancy Chang Restaurant ☑ CCC

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

Texas Roadhouse

535 Lincoln St. 508-853-7266

The Sole Proprietor ☑

American, seafood

118 Highland St. 508-798-3474

Tweeds Pub

American Pub, Lobsters

229 Grove St. 508-755-8047

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 ★ ☿ CCC

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

Take-out/delivery available for all

Blue Jeans Pizza

270 Park Ave. 508-753-3777

Brick Oven Pizza

75 Maywood St. 508-755-1111

Domino's Pizza CCC

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

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

☿ Walking Distance from Campus

☉ Within Clark Escort Range

☑ Worcester Magazine "Best of 2014"

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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

Part of 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

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☹ Within Clark Escort Range

☑ Worcester Magazine "Best of 2014"

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HEALTH SERVICES

UMass Memorial Medical Center

508-334-1000

Hahnemann 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

807 Main St.: 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

Tedeschi 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

Knights 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

 Clarkie Favorite

 Walking Distance from Campus

 Within Clark Escort Range

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ACADEMIC CALENDAR

FALL 2015

Aug. 20	Welcome to Clark (class of 2019)
Aug. 24	First day of classes
Sept. 7	Labor Day — no classes
Sept. 18-20	Family Weekend
Oct. 12-13	Fall Break — no classes
TBD	Fall Fest
Oct. 30	Last day for undergraduate students to withdraw with a grade of "W"
Nov. 25-27	Thanksgiving Recess
Dec. 7	Last day for graduate students to withdraw with a grade of "W"; last day of classes
Dec. 8-9 and Dec. 12-13	Reading Days
Dec. 10-11 and Dec. 14-15	Final Exams
Dec. 16	Exam make-up day (if university closes on a regular exam day)

SPRING 2016

Jan. 18	Martin Luther King Jr. Day — no classes
Jan. 19	First day of classes
March 7-11	Spring break
April 1	Last day for undergraduate students to withdraw with a grade of "W"
TBD	Academic Spree Day
May 2	Last day for graduate students to withdraw with a grade of "W" and last day of classes
May 3-4 and May 7-8	Reading Days
May 5-6 and May 9-10	Final Exams
May 22	Commencement

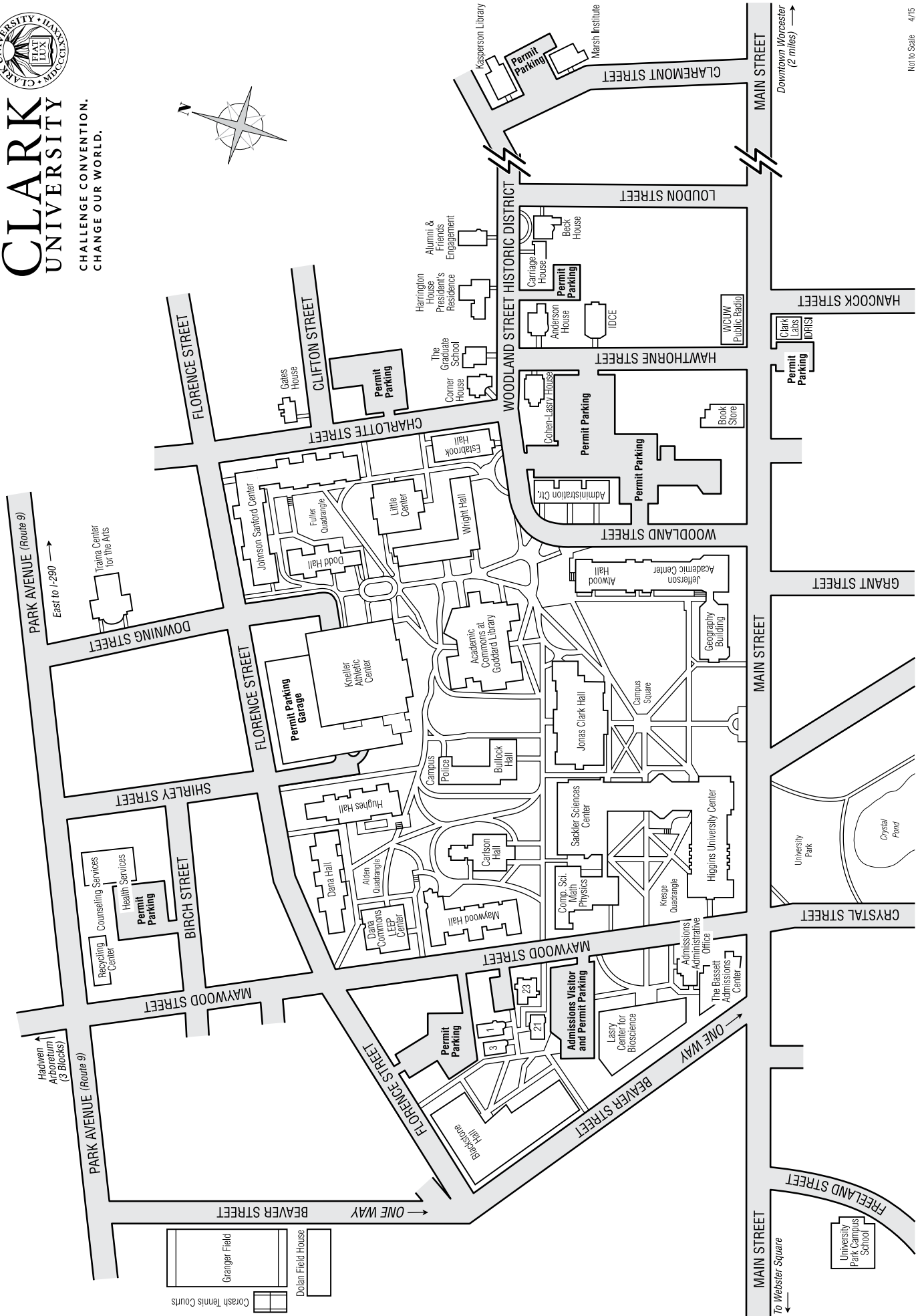
Visit: clarku.edu/academiccalendar for up-to-date events and information

Note: GSOM and COPACE students should refer to their departments' academic calendars, as many dates differ from those shown above.



CLARK UNIVERSITY

CHALLENGE CONVENTION.
CHANGE OUR WORLD.



CONNECT WITH CLARK

Find links to all of Clark's social media sites at clarku.edu/socialmedia

FOLLOW CLARK ONLINE



Like Clark on Facebook
clarku.edu/facebook/2019



Subscribe to the Clark YouTube channel
clarku.edu/youtube



Connect and network with Clark alumni
clarku.edu/linkedin



Read blogs from the Clark community
clarku.edu/socialmedia



Follow Clark on Pinterest
clarku.edu/pinterest



Follow Clark on Twitter
clarku.edu/twitter



See photos of Clark
clarku.edu/flickr



Check out shared images of Clark and Clarkies
clarku.edu/instagram

CLARK
UNIVERSITY



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Dean of Students Office
950 Main Street, Worcester MA 01610-1477
508-793-7423
clarku.edu/welcome