



The  
Clarkson  
School™



**STUDENT AND FAMILY  
HANDBOOK**

**2020-2021**

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**Please note:** Information contained in this handbook is current at the time the handbook is posted on our website, but occasionally changes may supersede information found herein. The accuracy of any particular information can be checked through The Clarkson School, the Dean of Students' Office, the Office of Undergraduate Admission, Student Administrative Services, or other appropriate departments.

Please be aware that the information concerning academic requirements, courses, and programs of study in the handbook does not establish an irrevocable contract between the student and the University. The University can change, discontinue, or add academic requirements, courses, and programs of study at any time without notice. Although every effort is made to provide timely notice to students in order to help in the planning process, it is the responsibility of the student to confirm that all appropriate degree requirements are met.

All students are encouraged to read the handbook thoroughly. Failure to be familiar with the contents does not excuse a student from the requirements and regulations described herein.

# WELCOME TO THE CLARKSON SCHOOL

The Clarkson School began in 1978. We welcome another class of talented and motivated students to our early college program. Students of The Clarkson School are full-time matriculated undergraduates at Clarkson University (minimum 12 credits per semester). They will face the same challenges as their first year university student counterparts, but they receive additional support because they are younger. This handbook details the services that we provide to our students and the expectations that we have of each of them. We hope that it serves as a useful reference guide to students and their families. This handbook complements Clarkson University's regulations, and students are expected to abide by both sets of policies.

The Clarkson School is an intimate community within the larger University community. We hope that like the students in previous cohorts, your class will join us in keeping the spirit alive and our traditions strong. Please feel free to contact us for clarification.

The Clarkson School Staff:

Dr. Jennifer Knack, Interim Head of School  
Brenda Kozsan, Associate Head of School  
Matthew Rutherford, Director of Admission and Financial Aid  
Annie Helfgott, Associate Director of Student Life and Alumni Relations  
TBD, Area Coordinator  
Annette Green, Office Manager

## The Mission of The Clarkson School

The Clarkson School is a selective early college program for talented and motivated high school students who enroll as first year university students at Clarkson University. Students are part of a special living and learning community that provides additional support for personal growth, academic achievement, and professional development. We challenge students to strive for individual excellence, to collaborate effectively, and to embrace diversity.

## The Early College Experience

Recognizing that our students are typically venturing into a college environment at least a year earlier than their peers, The Clarkson School provides a greater degree of structure and supervision than that experienced by most first-year students. Our program is designed to offer a gradual transition between high school/home school and college and between home and independent living to give students additional time and support to prepare for the regular undergraduate experience.

The School strives to provide a balanced living and learning environment in order to foster all around development of our students. To this end, each student is encouraged to participate fully in the academic and social programs sponsored by The Clarkson School and Clarkson University.

Students who successfully complete their Clarkson School year may continue as sophomores if they choose to stay at Clarkson University. Many of our students also apply to other colleges and universities, and we will assist them with this process. Our goal is to help students best succeed to prepare themselves for college wherever they wish to go.

Efforts are made to match each student's curriculum to their academic background and future educational direction and to provide individual help where appropriate. Clarkson School students compete on the same academic ground and with the same grading systems as Clarkson University students. Students who do not adjust well during the first semester may be asked to consider returning to their respective high schools or seek alternate arrangements outside the School for their college education.

## **CLARKSON SCHOOL ADMISSIONS AND FINANCIAL AID**

The Clarkson School is designed for individuals who have demonstrated high ability and motivation in their scholastic work. Students are selected on the basis of high school credentials including grades, quality of curriculum, rank in class, college entrance test scores, leadership/service, and recommendations. A personal interview is also strongly encouraged.

### **High School Credentials**

The Clarkson School does not grant high school diplomas. Students who want to earn a high school credential may take the Test Assessing Secondary Completion (TASC) exam, complete 24 credits in pre-designated subjects, or obtain the High School Diploma at their home high school.

#### **Test Assessing Secondary Completion (TASC)**

There are two ways of obtaining a NYS Equivalency Diploma, either through examination or credit:

1. Pass the two-day TASC examination that is typically given at a nearby location. This option provides the student with the most flexibility in their schedule.
2. Successfully complete 24 credit hours in six pre-designated subjects at Clarkson University. You can then apply for a diploma from the New York State Education Department.

Students who successfully complete the TASC are able to receive federal financial aid subject to eligibility based on need. They may also avoid having to overload their schedule at Clarkson (in order to complete required high school courses), and more of their Clarkson courses may transfer to other colleges or universities.

### **High School Diploma**

To obtain a high school diploma, students will need to create a suitable plan with their high school for satisfying graduation requirements. Clarkson School students should work with their guidance counselor and/or principal if pursuing this option.

Many secondary schools accept Clarkson courses to satisfy graduation requirements. For example, the first year “Clarkson Seminar” and a literature course usually satisfy English requirements, and economics and political science courses may satisfy social studies requirements. Students and their families are responsible for finalizing such arrangements.

Students should also discuss how Clarkson University grades will be treated at the high school. This may be important if a decision must be made about the student’s class rank or for the awarding of a school scholarship. Some high schools convert letter grades to numerical grades, and some give special consideration to the fact that courses taken while at The Clarkson School are offered for college credit. Students may wish to have their high schools clarify policies in these areas and provide written consent.

If a student pursues the high school diploma, they will be considered to be still “enrolled in high school.” Students who are “enrolled in high school” are NOT eligible for any Federal Financial Aid. However, these students are eligible for Clarkson School merit scholarships, need-based aid (from both Clarkson University and the state of New York) and alternative loans. Please note, students who complete the high school diploma requirements in the Fall Semester are eligible to receive Federal Financial Aid in the Spring Semester.

The term “enrolled in high school” includes, but is not limited to, the concurrent pursuit of a high school diploma while enrolled in The Clarkson School. It also includes: (1) a student who has completed the requirements for their high school diploma but not yet received it and is taking coursework for which their high school will give the student credit; or (2) a student who has not received a high school diploma but is considered by their high school to be enrolled, e.g., as a requirement for participation on an interscholastic sports team or in any other curricular or extracurricular activity for which enrollment in the high school is a prerequisite.

### **Financial Assistance and Procedures**

The Clarkson School is committed, to the extent of its resources, to helping students meet the costs of education. The full range of federal, state and institutional financial aid programs is available for eligible students. Merit-based

scholarships are determined through a review of the student's completed application portfolio. These scholarships are based on the student's grade point average, rank in class, standardized test scores, rigor of curriculum, and letters of recommendation.

## **Title IV Federal Aid**

Eligibility for financial aid in the form of need-based grants and loans is determined by filing the Free Application for Federal Student Aid (FAFSA). All federal and state supported aid is restricted to U.S. citizens and permanent residents. Title IV Federal Aid is distributed according to federal regulations, compliance, and verification procedures. Please note that to be eligible for federal and state aid, all students must submit an official final high school transcript reflecting satisfactory completion of their high school program through their last year of study. Submission of this document is required by the Friday prior to Clarkson School orientation. Failure to provide this document will result in a freeze on the distribution of any financial aid, along with the student's inability to check in and begin classes. In exceptional circumstances an extension may be provided with *prior* approval of the Head of School.

Students are required to inform the Financial Aid Office of any awards received from outside sources, such as local school scholarships, etc., so that we have an accurate picture of financial need.

## **Application Procedure**

To be considered for need-based financial assistance, students must first file the FAFSA and designate Clarkson as a recipient (Title IV Code: 002699). This form is available in high school guidance offices or the student can apply online at <https://studentaid.gov/>

The deadline for students to change their enrollment status as stated on the *Federal Aid Certification Regarding Enrollment in High School Form* will be the day prior to the first day of class for the given academic year.

All Clarkson School students are required to take an Ability-to-Benefit test upon arrival at The Clarkson School. Students who are residents of New York State must pass the ATB before being certified for the Tuition Assistance Program (TAP).

All financial aid is awarded in accordance with the University's Equal Opportunity Policy.

## **International Students**

All applicants for admission who are not U.S. citizens or U.S. permanent residents ("green card" holders), will need to secure a student visa and are required to show proof of financial support as a condition of being issued an official letter of acceptance and *I-20 Form*. To show proof of finances, the student must:

Complete and return the *Certificate of Finance Form* included in our application

packet or download it from our website. On this form, students will need to include the signatures of any sponsors or parents, in addition to obtaining a signature from a bank official.

All qualified international students are considered for a partial international scholarship based on their academic record, including secondary school grade point average, rigor of curriculum, rank in class (if applicable), standardized test scores, TOEFL score, and letters of recommendation.

To find out more about financial aid policies and procedures, visit the International Student Financial Aid page at <https://www.clarkson.edu/student-administrative-services-sas/financial-aid/international-students> or contact the Director of Admission.

### **Retention and Renewal of Clarkson University Scholarships**

Scholarships are awarded for one year, but are subject to review based upon cumulative academic record. Renewal of aid for subsequent years at Clarkson University is based on annual review of FAFSA information and scholastic record. Students retain the award provided they meet the published Standards of Satisfactory Academic Progress for Financial Aid (also located on the web-site at <https://www.clarkson.edu/student-administrative-services-sas/financial-aid/undergraduate-financial-aid-regulations>).

**Re-Establish Eligibility Yearly:** First time submission of Financial Aid forms when applying to The Clarkson School does not constitute application for following years. Students must file yearly to re-establish eligibility. It is the student's responsibility to meet deadlines. The penalty for failing to establish eligibility on time includes the loss or reduction in aid.

**Payment:** Clarkson does not send paper invoices. Students will receive an email notification when their bill is available for viewing on Nelnet - Clarkson's system for eBilling and ePayment. Failure to pay bills on time may delay course registration, class attendance, and issuance of transcripts. If there are corrections or adjustments to a student's bill, these should be explained using a letter accompanying the payment. For questions, please contact the Student Administrative Services Office (SAS) at (315) 268-6451.

### **Refund Policy**

There are occasions when a student leaves The Clarkson School prior to the completion of a semester. If a student withdraws, takes a leave of absence, or is dismissed during the semester, each of these situations is treated as an official withdrawal for the purposes of financial aid.

A student intending to leave The Clarkson School must first contact The Clarkson School officials to begin the official withdrawal process. The law specifies how Clarkson must determine the amount of Title IV program assistance that a student earns if they withdraw from school. The Title IV programs that are covered by

this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Federal Direct Student Loans, PLUS loans, Federal Supplemental Educational Opportunity Grants (FSEOG) and Federal Perkins Loans.

When a student withdraws from The Clarkson School during the semester, the amount of Title IV program assistance earned up to that point in time is determined by a specific formula. If a student received less assistance than the amount that they earned, they may be able to receive those additional funds. If a student received more assistance than they earned, the excess funds must be returned to the US Department of Education.

The amount of assistance that a student has earned is determined on a prorated basis. The formula is based upon the number of days the student has attended as a percentage of the total number of days in the semester. For example, if a student completed 30% of the semester, they earn 30% of the assistance originally awarded. Once a student has completed more than 60% of the semester, they have earned all of the assistance awarded for the semester. Federal regulations require this calculation if the student officially or unofficially withdraws, is dismissed, or otherwise leaves The Clarkson School during a semester.

Student transcripts are reviewed at the conclusion of each semester. If a student received all “F” grades during a semester, federal regulations require the Office of Financial Aid to obtain additional information from The Clarkson School. If The Clarkson School determines that the student completed yet failed to meet the course objectives in at least one course, no changes to the student’s financial aid for that semester is required. If, however, The Clarkson School determines that the student stopped attending all courses, the student is considered to have unofficially withdrawn from The Clarkson School. In this case, the last date of an academic related activity (i.e. documented attendance in class, submission of a homework assignment or the taking of an exam) is used to determine the date of the unofficial withdrawal. If the last date of an academic activity is after the 60% date of the semester, no adjustment to a student’s financial aid for that semester is required. If, however, the date occurs prior to the 60% date, a Title IV refund calculation is required and necessary adjustments to a student’s financial aid for the semester will be made. In absence of a documented last date of an academic activity, federal regulations require Clarkson to use the midpoint (50%) of the semester.

The Federal Title IV Refund Procedure is separate and distinct from the Student Administrative Services Office refund policy for tuition, fees and other charges at Clarkson. Therefore, a student may still owe funds to cover unpaid institutional charges. Clarkson scholarships, grants and loans aid will be reduced based on individual circumstances, the date of withdrawal and the Clarkson University Refund Policy.

Satisfactory Academic Progress for students who return to The Clarkson School or the University for a subsequent semester will be reviewed and a determination will be made based on the Maximum Time Frame, PACE and GPA standards as stated above. Visit

<https://www.clarkson.edu/student-administrative-services-sas/student-accounts/re-fund-policy> for more information.

## **What if I have questions about my financial aid?**

Upon arrival to The Clarkson School, students and parents can schedule an appointment with Matthew Rutherford, Director of Admission and Financial Aid for The Clarkson School. Students can also contact their Representative at the Student Administrative Services Center (SAS) which combines the activities of the Bursar, Registrar and Financial Assistance Offices and is located in Graham Hall. The student's SAS representative is based on the first letter of their last name and all representatives are listed at

<https://www.clarkson.edu/student-administrative-services-sas/our-staff>. The main office number is 315-268-6451.

## **ACADEMIC LIFE AT THE CLARKSON SCHOOL**

Students of The Clarkson School are encouraged to sample a wide variety of courses as they investigate prospective majors and minors and explore career possibilities. In most cases, a course load of 15 - 17 credit hours (five to six courses) per semester is recommended. Clarkson University's curriculum is challenging and requires careful scheduling of study time. At first, a college course schedule may seem deceptively light, but workload intensifies in a short time, and it is easy to get behind. Therefore, it is important for the student to attend classes regularly and keep up with assignments. Courses typically meet two or three times per week in lecture and recitation sections. Lab courses may meet once a week or every other week depending on the class.

Clarkson University does not have a general policy on class attendance and professors are free to set whatever attendance standards they feel are appropriate to their courses. However, recognizing that attendance is essential to good academic progress and standing, The Clarkson School expects its students to attend classes regularly. Students are responsible for communicating with faculty/instructors to make up missed work due to an absence. If a student is absent because of illness or a family emergency, they should contact a School staff member as well as their professors, ideally in advance of the expected absence.

The Clarkson School maintains open communication with professors who teach our students. Students who are not attending classes regularly will be scheduled for a conference with their Clarkson School Advisor and may be subject to the conditions of Academic Probation with The Clarkson School or other corrective action. Continuous evaluation is an essential part of the educational process and The Clarkson School uses the following methods to track progress:

1. Quizzes, examinations, and writing assignments regularly administered by professors teaching Clarkson University courses. Information may be provided to The Clarkson School through personal communication but is mainly through progress reports initiated in myCU via *Start@CU*.

2. Individual conferences with Clarkson School staff during which academic and personal progress is assessed.
3. Observation by the Associate Head of School who teaches the First Year Seminar (PE100) course offered in the Fall semester

## **Adjusting to College**

Although the Admission Committee accepts only those students who appear well suited to the demands and responsibilities of The Clarkson School, it is only to be expected that students will face some challenges as they adapt to college life. As a result, we consider the first half of the fall semester (approximately seven weeks) to be an initial settling-in period, during which we carefully monitor each student's personal and social well-being as well as their academic progress. Should a student appear to be experiencing difficulty, we will consult with them and develop strategies which encourage growth.

Parents will be kept informed of student progress subject to the provisions of the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of information on students. Progress reports will be sent to guardians/parents of dependent students and of those students who have voluntarily signed the [Student Information Release Authorization form](#) and submitted it to Student Administrative Services (SAS). We generally recommend all students aged 18 or over to sign this form during their Clarkson School year so that parents can continue to play a supportive role in their education. We strongly recommend that students and parents discuss any concerns they have about the communication of academic progress and grades with The Clarkson School staff.

During the first semester, the First Year Seminar (PE100) classes provide assistance on study skills, highlighting areas such as test-taking strategies and time management, and giving advice on how to acclimate to the first year of college. PE100 is designed to enhance academic and social integration into college with the assistance of Peer Educators. Other workshops we provide are offered through our Professional Development (PDP) Program and Knight Classes offered by the University.

We are equipped to offer a variety of services and have a collaborative approach to student success. Should any problems arise, we encourage active and transparent communication to best serve our students. Initially, students should speak with the professor(s) of the course(s) in which they are experiencing difficulty, but tutoring and study sessions are available through both The Clarkson School and the Student Success Center. Heading off trouble as quickly as possible is essential.

***If students encounter any difficulties in any courses at any time, they should seek help immediately!***

## **Academic Standing**

Sometimes students do not do as well at the University as would be suggested by their previous performance in high school or home school. In some cases, we may find it necessary to issue academic warnings and take actions in order to encourage students to plan remedial action and monitor their improvement. Subject to FERPA protections, parents/guardians will receive copies of letters of Academic Warnings and Probation, stating any conditions which have been imposed. Students who violate the conditions may be subject to further action and ultimately to separation from The Clarkson School. See the University Regulations, specifically the Academic Regulations, for information on Academic Standing.

In addition, students who fail to meet the conditions of Academic Probation may be separated from The Clarkson School. This may occur any time during the school year, but is most likely to occur at the end of the first semester. This provides sufficient time to re-adapt to high school or home school before attempting college again.

Removing a student from The Clarkson School at any point is a decision made carefully by the staff, and made only when deemed in the best interest of the individual student or The Clarkson School community. It should not be construed as failure, but instead as a way of gaining the extra measure of readiness deemed necessary for college life. Refunds are made according to University policies. See the University Regulations regarding the Refund Policy.

**Incomplete Grades:** If a student takes an Incomplete (I) in a class in the Fall Semester, credit for this class will not count towards the minimum 12 credit hours to remain in good standing. The student is expected to make up the Incomplete by the date stipulated by the professor and the make-up grade is added to the fall semester GPA to determine continuance of academic actions. A student on Academic Probation may be subject to immediate dismissal from The School if the make-up grade fails to increase the fall semester GPA above 1.5.

**Information on the Clarkson University Academic Regulations can be found at**

<https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulations>

## **Academic Recognition at The Clarkson School**

We hope that all students in The Clarkson School aspire to academic excellence and we encourage a friendly spirit of group cooperation for the achievement of each student's individualized academic objectives. We do not promote the kind of competitiveness that hurts relationships or puts undue pressure on students, but we do recognize superior academic achievement in the form of the following:

**Head of School Honors List:** Students who achieve a GPA of 3.25 or better while taking a minimum of 14 credit hours (at least 12 of which must be for a letter grade)

without any failing grades will be placed on the Head of School Honors List. The student is presented with a certificate recognizing this achievement. The designation of Dean's List is recorded on the student's Clarkson University transcript.

**Head of School Scholar:** Students achieving a GPA of 3.80 or better while taking a minimum of 14 (at least 12 of which must be for a letter grade) without any failing grades will be designated as a Head of School Scholar. The student is presented with a certificate recognizing this achievement. The designation of Presidential Scholar is recorded on the student's Clarkson University transcript.

**Academic Achievement Award:** Any student achieving a perfect 4.00 GPA while taking a minimum of 14 credit hours (at least 12 of which must be for a letter grade) during both semesters at The Clarkson School will have their name added to the permanent Academic Achievement Plaque in The Clarkson School. This is The Clarkson School's highest academic honor.

**The Clarkson School Award:** This award is given to two Clarkson School students who have been identified by students and School staff as exemplary of the ideals of academic excellence and outstanding character on which the School was founded. This award is presented in the spring at Clarkson University's Recognition Day, when students and staff assemble to acknowledge Clarkson's community leaders. The winners of this award will receive a certificate and monetary prize, and have their names added to a plaque in The Clarkson School office.

**The TCS Scholars Grant:** Clarkson School students who are continuing at Clarkson University will be considered for an additional financial award at the conclusion of the academic year. The award will be based on a student's cumulative GPA for the fall and spring semesters of The Clarkson School year as well as upon the student's overall academic achievement and future promise. These awards will be drawn from a pool of funds and a cumulative GPA of at least 3.25 will trigger an automatic review of a student's financial package. The TCS Scholars Grant will be awarded as follows:

#### **GPA Grant Award**

3.25-3.49 \$1,000 per year  
3.50-3.74 \$2,000 per year  
3.75-4.00 \$4,000 per year

The TCS Scholars Grant is a tuition grant and therefore is not available to students who receive the employee tuition benefit or whose tuition expenses are already being met. Also, this is a continuing aid award that begins in the fall following the Clarkson School year. Students are advised to file their FAFSA forms as soon as they can after January 1.

## Academic and College Advising

### Advisor – Student Relationship

Students are free to stop to see their advisor (Associate Head of School) any time. We encourage students to email their advisor or see Annette Green in The Clarkson School office to schedule an appointment.

### What is the Advisor's responsibility?

We are here to help with career information, the college search and application process, and course selection, as well as dealing with personal difficulties. We use myCU via *Start@CU* to monitor student performance and behavior during the year. Through this, progress reports are generated on the fifth and tenth week of classes each semester. In addition, midterm grades are posted in the 7<sup>th</sup> week of classes noting either an "S" for *Satisfactory* or "U" for *Unsatisfactory* performance. These two progress reports and midterm grades are sent to the students (and families as authorized) and follow up meetings are scheduled when necessary. We also recommend that students review and submit the ***Student Information Release Authorization form***, which will allow us to communicate with a designated third party (such as the student's parent(s)).

Most faculty will provide information regarding class attendance, homework/quiz/exam grades, and class participation, and let us know how the student compares to the rest of the class and if the student has met with them. If necessary, we will require the student to meet with their academic advisor to discuss this feedback. We also require students to meet with their advisor during course selection week that takes place in early November. Knowing each student's goals and interests will help us to suggest courses or other options that suit their academic interests.

The Clarkson School has dedicated faculty mentors in most departments and they can provide an additional point of contact for students should they have more specific questions about upper level courses and careers or other opportunities in their major. Students remaining at Clarkson University to pursue their undergraduate degree following The Clarkson School year are required to meet with an academic advisor in their chosen major/department during the spring semester of the Clarkson School year. A meeting is encouraged prior to registration for fall classes.

### What is the student's responsibility?

It is the student's responsibility to seek assistance whenever they are unsure or uncertain about the answer(s) to any questions they may have concerning academics and college choices. They should always do this in a timely fashion so as to not jeopardize academic standing, miss any important admission/financial aid deadlines or impede success! For enrollment in spring classes, we ask students to come prepared to individual meetings with questions and a sample schedule of

courses. Information will be provided on classes required for majors offered at Clarkson.

## Major and Curriculum Information

While students are classified as undertaking a “Clarkson School” major during their year with us, we provide access to information and faculty/staff regarding various majors offered at Clarkson. The secondary major listed in myCU is based on the application and information provided on the TCS Pre-Registration Form (i.e. Mechanical Engineering, Business, etc.). While we want to make sure they have the appropriate courses for their intended major, we understand that they also may need to take courses to fulfill high school graduation requirements. We will work with students on this.

Clarkson University offers over 60 rigorous majors and minors. Please see the [catalog](#) for a full listing. For students planning to remain at Clarkson University or applying to other colleges after The Clarkson School year, we want to make sure they take courses based on admission requirements, academic background and interests. To see which courses are typically required for a first year student based on major, please visit the relevant department website.

## Commonly Asked Questions

### 1) What if I need to add or drop a course(s)?

- Adding or dropping classes is permitted online through myCU through the first 10 days of classes.
- After the 10th class day, in order to add a class late, undergraduates can complete an add/drop form online on myCU.
- Dropped classes will not appear on the transcript if dropped within the first 20 days of classes (an add/drop form is required after the 10th class day).
- Students may drop or withdraw from a course through the last class day, preceding reading days or the first day of final exams.
- An add/drop form is required to drop a course after the 10th class day, with approval from the student's academic advisor and acknowledgement from the course instructor. Undergraduates can do this online via myCU.
- A "W" (Withdrawal) will appear on the transcript for all drops which occur between the 5th and 10th weeks of the semester.
- An "LW" (Late Withdrawal) will appear on the transcript for all drops which occur after the 10th week of the semester.

### 2) What if I need help with my academics? Where do I go?

#### The Clarkson School Tutors

The Clarkson School hires tutors, typically Clarkson School alumni or Honors students, who have proven success in their coursework and have effective communication skills. We usually hire tutors for calculus,

chemistry, physics and biology, and students can request tutors for other classes by speaking with their Clarkson School Advisor or **Request Tutoring** from the Accommodations & Tutoring tile on Knight Hub on myCU. The Student Success Center also assists students with tutoring. Information on their services is found under the **University Information** section of this handbook.

### 3) I need to talk to a counselor about personal issues. Where can I go?

**Student Health and Counseling Center (SHAC) –**

<https://www.clarkson.edu/health-services>

The Student Health and Counseling Center office is located on the first floor of the ERC, Suite 1300, next to the Student Success Center. Students can seek help in understanding and dealing with relationships, stress, shyness, depression, alcohol and drug dependency and many other personal concerns.

During the academic year, counseling is available from 8 a.m. to 4:30 p.m. Students wishing to meet with a counselor may drop by the office or call (315) 268-2327 to make an appointment. Walk-in sessions are available between 8:30 – 11:30 am. This service is free and confidential.

*“Student Health and Counseling Center (SHAC) is an integrated health and counseling center at Clarkson, whose mission is to empower students to become active participants in their physical health and mental wellbeing, while supporting their pursuit of academic and personal goals.”*

### 4) I am an international student with questions about visa or work status. Whom do I see?

**International Students & Scholars (ISSO) –**

<https://www.clarkson.edu/international-center/international-students-scholars>

International student advising is available through this office. This includes orientation and special advising concerning such topics as: visa status requirements, and work regulations, for example. For further information on this service or to schedule an appointment, contact the International Center at [internationalcenter@clarkson.edu](mailto:internationalcenter@clarkson.edu) or call 315-268-3943.

## COMMUNITY LIFE AT THE CLARKSON SCHOOL

The Clarkson School is committed to developing and maintaining a community based on mutual respect, care, and inclusion. As a unique community within a larger community of undergraduates, we expect Clarkson School students to be particularly supportive of each other, empowering mutual growth and self-care.

They are expected to help each other out and advocate for each other's best interests.

## **Co-Curricular Activities**

All School students are expected to participate in co-curricular activities that contribute to personal development and foster community spirit. Structured activities such as field trips, family dinners and guest lecturers sponsored by The Clarkson School offer opportunities for students and staff to learn and grow together as they plan and participate in these events.

The School aims to develop an ethic of personal responsibility and commitment within our students. Therefore, we expect students to attend all required events unless previously excused or an emergency occurs. Students are expected to RSVP on time to invited events and attend unless extenuating circumstances occur. If students do not perform these basic courtesies they will be held accountable through forfeiture of deposits and/or assignment of community service.

**Field trips:** Whether skiing at Smuggler's Notch Resort or visiting museums in Montreal, our trips offer shared experiences that contribute to personal development and a sense of community that can create long-lasting memories of The Clarkson School year. It is highly recommended that students obtain a passport or an enhanced driver's license prior to arriving at the School to ensure that they can participate in all potentially planned trips. Students will be asked to RSVP for each trip by a date determined by the staff. In some cases, students may be asked to pay a deposit to secure their spot on a field trip. This deposit will be returned to the student during the trip. If a student backs out of a trip after the RSVP deadline, except for reasons of an emergency, they will forfeit any deposit paid and may be asked to perform community service. All students must complete the *Clarkson University Event Waiver Form* before attending any of the trips.

**Family Dinners:** Community dinners are scheduled regularly throughout each semester, typically once per month. On these occasions, Clarkson School students and staff will get together to share a meal and each other's company. Sometimes we invite special guests, such as faculty or alumni, or we have special programs where faculty representing several departments on campus come to dinner to meet with students and an "Etiquette Dinner." We also have dinner with the President of Clarkson University at the President's house on campus. Attendance is required, unless permission for absence has been granted by a School staff member upon a request that must be given at least four days prior to the dinner (e.g. by the end of the day on Thursday). Students who give late notice of their absence or do not show up at the dinner, except for reasons of an emergency, may be required to perform community service.

**Guest lectures:** Special visitors, such as Clarkson School and Clarkson University alumni, share their expertise on topics such as internships and co-ops, scholarships, study abroad, and study skills. Typically, these events are not

required, but students are strongly recommended to use these and other resources to develop strategies for personal and professional success.

## **Professional Development Program (PDP)**

The Clarkson School provides opportunities for students to enrich all aspects of their lives. In addition to pursuing a regular academic course of study, students will be able to attend workshops on personal growth, professional development, and community building. Students are required to attend at least four workshops in the fall semester as part of PE100 – First Year Seminar where they will reflect on their personal strengths, identify their goals, and develop strategies for their successful attainment. At the same time, we invite students to participate in other workshops during the year focusing on developing “real world” knowledge and personal skills. Workshops include Professional Communication, Career Fair Preparation, Professional Networking, Resume Writing, Interviewing, and Seeking Opportunities for Undergraduate Research, Internships and Co-ops, or Study Abroad.

These workshops will help to identify learning and leadership styles; develop an appreciation for diversity; deepen commitment to service; broaden knowledge of options available; and build strategies for success. Students who attend 8 or more workshops during the academic year will earn a Professional Development certificate.

## **Academic Intensive Learning Community**

The Clarkson School is part of a larger Academic Intensive Learning Community located in the Price Hall buildings. Students within this integrated community will have 24-hour access to the Price Hall student lounge located on the 2<sup>nd</sup> floor through the Newell Entrance except under extenuating circumstances when all lounges are closed on campus.

Students should remember that they are part of a larger residential community. The condition of our residence reflects our values and noise or trouble coming from our living areas may disturb other University residents.

## **The Clarkson School Residence Hall**

All Clarkson School students are expected to abide by the regulations outlined in the Clarkson School Housing Agreement. The rooms in Price Hall comprise double-occupancy rooms with a bathroom that is shared between roommates (i.e., one bathroom for two people). The rooms have basic furnishings: extra-long twin beds, desks, chests, and closets. Students are not permitted to bring their own lofts or lofting materials. The approximate dimensions of the rooms are 12' x 14'. There are common area lounges on each floor of each Price Hall building, and the Price Hall complex has its own laundry room.

Clarkson School students are responsible for the cleanliness of their individual rooms and shared bathrooms. Floor mates share the responsibility for custodial care of the residence hall lounges and all students are expected to help in the

upkeep of the Price Hall student lounge. Students are expected to clean up after themselves and always leave things as neat as or neater than they found them.

**House Advisors:** Clarkson School's House Advisors (HAs) are similar to Resident Advisors (RAs) at the University. Our HAs are Clarkson University students chosen for their patience, maturity and leadership skills, and for their knowledge of how the School and University systems work. They are there to assist students to resolve disputes, figure out schedules, or just listen. HAs are employed to shape a supportive and personal living and learning environment.

Students should regard their HA the same way they regard their professors or school administrators; that is, as an individual to consult whenever they have a question. They should not wait until a major problem develops to take advantage of HA expertise. Their rooms are nearby, their doors are "open," and their assistance is free.

House Advisors are also responsible for supervising the residences. Students who are not cooperative may be subject to informal process with the HA, or to formal action by Clarkson School staff under the provisions of The Clarkson School Conduct Process. Responsibility for safe, sanitary operations of the residence, with the maintenance of an atmosphere conducive to study, is the responsibility of *every* student in The Clarkson School.

**Clarkson School Alumni Mentors:** On each floor, there are sophomore students who are alumni of The Clarkson School and have been selected to aid students in their transition to Clarkson. Students should feel free to ask them questions about classes, services on campus and anything else that may arise.

**Roommates:** Although students don't have to be best friends with their roommate, the semester can become very long if roommates do not work together to communicate boundaries, expectations, and potential frustrations. Issues are rarely just one individual's responsibility; most problems are shared between roommates and as such can be worked out with better communication and extra consideration. At the start of the academic year, roommates will fill out a roommate contract specifying mutual expectations. A copy of this contract will be on file with the Area Coordinator and may be revisited throughout the year should the need arise.

**Community and Floor Meetings:** A community is a group of diverse individuals, some of whom have a great deal in common, and some of whom do not. Living together as a community is not a state of being; it is a dynamic process. People interact, connect, and disconnect. They have feelings. Tensions develop between individuals.

Open communication is a key element in relationship building and maintenance and all members of our community should have a voice. A healthy, well-functioning community is founded on communicating with one another, and

working together to resolve tensions and difficulties. Community and/or floor meetings are scheduled occasionally to address student concerns, discuss campus issues, and share ideas. Any member or group in The School can call a community meeting.

Students and staff have appreciated these informal gatherings as opportunities to grow and learn from one another. Not all problems and conflicts will be fully resolved, but the more we put forth a good-faith effort to involve ourselves in the process, the greater the chance that solutions and compromises will be discovered.

**Commuters:** The Clarkson School accepts a limited number of commuting students, providing they reside with a parent or legal guardian and within a reasonable driving distance from campus. Commuters are considered part of the School community and they are required to attend mandatory School events such as Family Dinners and strongly encouraged to participate in community events and field trips. Engagement in the University communicated is strongly correlated with academic success.

Commuters are required to abide by all the conditions of the Clarkson School Housing Agreement when they are in the residence halls.

## **Clarkson School Student Governance**

The Clarkson School values student input and we offer several opportunities for students to participate in decision-making and to contribute ideas towards the development of the School and its programs.

**The Clarkson School Council:** Within the first month of the academic year, student representatives are elected by the student body to serve on the Council responsible for policy making and planning for The Clarkson School. This election is typically done at a Family Dinner and students are nominated by their peers (or may self-nominate) based on their interest in serving in a leadership capacity for the School.

The Council gives student representatives an opportunity to communicate ideas and concerns between the staff and students, and to work together for the common good of the School. The Clarkson School Council provides a forum for examining issues and incidents relating to The School. We recognize different points of view and encourage dialogue between students.

Beyond providing student voices in administrative matters, the Council serves to represent the School within the campus and local communities and is responsible for organizing and promoting social events, service opportunities and other extra-curricular activities that build the spirit of community and cooperation within the student body and reach out to the broader communities. The Council may be provided with funding in the interest of fulfilling these types of objectives.

**The Clarkson School Ambassador Program:** The culture of The Clarkson School is characterized by a strong sense of community in which every student plays a critical role. The Clarkson School Ambassador program was developed to introduce prospective students to some of our alumni and current students. Each year, Ambassadors share their perspectives regarding admission, classes, faculty and life as a Clarkson School student during various admission events.

## COMMUNITY LIFE AT CLARKSON UNIVERSITY AND POTSDAM REGION

The Clarkson School therefore expects its students to be fully engaged in community life of the School, campus and in their communities beyond. It is important not to overcommit, of course, and balance is the key, but generally it is the case that the most successful students are able to combine their classes with leadership, service, cultural appreciation, and personal wellness. We expect them to want to make a long-lasting and positive impact on the world. In order to do so they continually develop core competencies in leadership and in effective listening, visioning, and ethical decision-making so that when they lead by example, others will follow.

**Clarkson University Student Association (CUSA):** CUSA is the governing body of all clubs and organizations on campus. Each year, the students select the Clarkson School representative to serve on CUSA. CUSA is responsible for allocating revenues from the activity fee charged each semester to sponsored clubs and organizations. Comprising the President, Vice President, Public Relations Coordinator, and Treasurer (the Executive Board), six Senators from each class, and the Clarkson School Representative, the CUSA Senate serves as the formal representative of the student body.

The CUSA Senate is responsible for working together with the Clarkson Administration on all decisions that affect the student body in both Senate meetings or in one of the Senate's committees, which are open to any students.

### **Clarkson University Clubs/Organizations:**

<https://knightlife.clarkson.edu/organizations>

One way of being engaged and making friends is to join some of the myriad of organizations on campus or even to start their own! Clarkson School students are eligible to participate in Clarkson University clubs and organizations with the exception of Fraternity and Sorority Life (see below).

**Professional Organizations:** One way students can make connections and begin the career development process is to join a professional organization — a group of like-minded students generally affiliated with a statewide or nationwide organization. Professional organizations typically provide programs, information and awards of interest to that particular profession. A list of Clarkson's Professional Societies can be found at <http://Knightlife.clarkson.edu/organizations>

**SPEED Teams:** Student Projects for Engineering Experience and Design provide a great way for students across disciplines to come together and work together on problem based projects. A list of SPEED teams can be found at <https://www.clarkson.edu/speed>

**Intramurals:** A wide array of intramural sports is offered throughout the year. The intramurals website is updated throughout the year with new opportunities at <https://www.clarkson.edu/club-intramural-sports>

**Intercollegiate Sports:** Clarkson School students may be eligible to compete in intercollegiate athletics listed at <https://clarksonathletics.com/index.aspx> at Clarkson University as long as they maintain satisfactory scholastic performance as determined by the Athletic Department. In order to qualify for Division I sports (hockey), students must meet the NCAA Clearinghouse requirements.

**Fraternity and Sorority Life:** Members of The Clarkson School are *not* permitted to participate in recruitment activities or accept a bid for membership into any fraternity or sorority (recognized or unrecognized on or off campus). A list of fraternities and sororities at Clarkson are found at <https://knightlife.clarkson.edu/organizations?categories=5271>. This regulation also includes Omega Lambda Tau which is a student organization affiliated with SUNY Potsdam and Clarkson University.

**Honor Societies:** Students are allowed to join Honor Societies including those found at <https://knightlife.clarkson.edu/organizations?categories=5267>

## Life in and Around Potsdam

Please visit <https://www.clarkson.edu/research-experience-undergrads-reu/life-potsdam> for ways to explore life in Potsdam and the region!



# CLARKSON SCHOOL POLICIES

## The Clarkson School Policies

As Clarkson University students, Clarkson School students are expected to abide by the [Clarkson University Undergraduate Regulations](#). In addition, The Clarkson School expects every one of its members to work together to make the experience positive for all. Students are therefore expected to conduct themselves in a responsible, mature, and orderly manner at all times, with due regard for the rights and welfare of others. Above all, we hope to facilitate an awareness of the importance of personal integrity and mutual responsibility in making our educational community work. We expect that Clarkson School students will behave responsibly at all times, whether on or off campus. The student's signatures on both the original application and the Housing Agreement constitute agreement to observe the regulations of The School and Clarkson University.

Students work together to formulate roommate agreements and to develop some of their own community expectations. We expect students to abide by their agreements and to engage in constructive problem solving when issues arise.

Perhaps most importantly, we expect students to be looking out for each other and helping each other make good choices as they face new and challenging situations. Ideally, Clarkson School students will use a "buddy system" as they navigate the new and unfamiliar territory of college and the local community. When a Clarkson School student is facing a situation that offers good and bad choices, a buddy will be there to provide support and to help her/him make the right one.

## Housing Regulations

The Clarkson School abides by the University's Housing Regulations, found within the University Regulations. Additional School regulations are detailed in this section. The School reserves the right to make housing assignments and changes in room assignments for the benefit of students or The Clarkson School.

**Requesting a Roommate Change:** Residents who want to request a housing assignment change must first contact an HA (House Advisor) who will discuss the matter with the Area Coordinator or the Associate Director of Students and Alumni Engagement. Moves will not be permitted without prior approval.

**Curfew:** All residents are expected to be in their Clarkson School residence from 12:00 a.m. to 6 a.m., unless specific permission is granted by the student's House Advisor or a staff member. After curfew, students may use Price Hall Lounge or Price Hall Classroom as study space. Curfew may be lifted at the discretion of School staff, though no earlier than the return following Spring Break. Stricter curfews also may be imposed for individuals or groups of individuals as part of disciplinary action or academic probation.

**Vacations and Overnight Departures:** If a student intends to leave a residence hall overnight, for a weekend, or at any time other than a designated vacation period when the residence halls close, they must complete a *Leave Permission Form* available in The Clarkson School office or on our website and have a parent/guardian contact The School office to inform School officials that they grant permission for the student to leave campus. Also:

- Unless specified otherwise, student residences are normally closed and locked during Thanksgiving Break, Spring Break, and semester break. Students who are not able to travel home for break will be asked to make other arrangements as no permission can be granted to remain on campus.
- Dining facilities may be closed or have limited hours during breaks. Hours for each dining facility during breaks will be sent out via email. All dining facilities will resume normal hours the night before classes resume after a break.

**Residents Withdrawing from The Clarkson School:** Any resident student who is withdrawing from The School, whether permanently or for leave of absence, must vacate and remove all personal possessions within twenty-four hours. All rights to the room cease after twenty-four hours.

- Keys and ID cards must be returned to a designated School official whenever a student is withdrawing from The School for any reason.

**Alcohol, Drugs, and Tobacco:** The use, possession, or distribution, of alcoholic beverages, drugs, or tobacco by Clarkson School students is not permitted on campus or during any official School trip or activity.

**Room Entry and Search:** Every effort is made within The School to respect and protect the privacy of students. However, there are instances in which entry into a student's room by a House Advisor and/or School staff may be deemed legitimate and necessary. This policy attempts to follow fair and reasonable guidelines that will be in the best interest of both students and The Clarkson School. When for any reason a House Advisor or School staff feel it necessary to enter a student's room, they will first knock and ask for permission. If there is no response, entry will be made. If entry is denied by the occupant(s), the room may be entered immediately through the use of a master key or other means if there is reasonable cause to believe that there is a health/safety risk to an individual or to property or violation of regulations or the law. Search of a student's personal possessions may be necessary and every effort will be made to have the student present for any such search.

## **Additional Housing Information**

- Mail is delivered directly to the Student Center mailroom Monday through Saturday, excluding any legal holidays. All packages can be picked up at the

Student Center during posted hours. Students will receive an email when a package has been delivered for them. Each student is assigned their own mailbox.

- A laundry room is available in the center core of the Price Hall complex. Laundry is free-of-charge to students.
- A vending machine is located on the first floor of the Ormsby House and offers soft drinks. See the Cashier in the Student Administrative Services Office for loss of money or refunds.

## **Conduct Procedures**

Almost inevitably there will be occasional violations of regulations as students find themselves in unfamiliar circumstances and adjust to the new freedoms of independent living in a college context. In such cases we strive to make any disciplinary action a learning experience and to resolve conflicts peaceably within The Clarkson School community. As far as possible, consequences and penalties will logically and/or naturally relate to the inappropriate behavior and we will seek to mediate between aggrieved parties.

Occasionally, due to the severity of the alleged incident and/or violation(s) of University Code of Student Conduct, a student may be referred directly to the Dean of Students office and a Dean's inquiry may be conducted.

**Sanctions:** When a student violates School rules and policies, disciplinary action may result. Continued violations may result in more severe sanctions. Sanctions may include, but are not limited to:

### ***Verbal Warning***

A verbal warning is appropriate for minor rule infractions and incidents. Normally, a verbal warning is used for a minor one-time event viewed as a learning opportunity. A verbal warning is not noted in the student's official record nor reported to parents/guardians.

### ***TCS Warning***

A TCS warning is given for more severe infractions or following repeated verbal warnings. When such disciplinary action is taken, it will be noted in the student's official record. A TCS warning is not typically reported to parents/guardians, except in extraordinary circumstances.

### ***TCS Probation***

For repeat offenses or for more serious violations, including but not limited to extensive use of alcohol, repeated curfew violations, or theft/destruction of property, the student may be placed on TCS probation. TCS probation is noted on the student's official record and parents/guardians will be contacted. A formal list of expectations may be developed for the student to adhere to during the

probationary period. The student and their parents/guardians will be informed of these expectations in a letter. The student will remain on disciplinary probation for a stated period of time and/or until the expectations are met. Subsequent violations committed on probation may result in TCS removal.

### ***TCS Removal***

Serious illegal, immoral activity, and/or repeated violations may result in removal from The Clarkson School. TCS Removal will require that the student withdraw from classes and/or vacate The School's premises for a stated period of time. Students who are academically eligible to be Clarkson University students may request a transfer to general University student status. This decision will be made at the discretion of the Dean of Students, Admissions, Student Administrative Services, their department chair, etc.

**Appeal Procedure:** Refer to Section VI Disciplinary Proceedings in the Undergraduate Regulations for more information.

**Exceptional Circumstances:** In a situation in which standard disciplinary procedures may not be possible (e.g., during a field trip), and yet immediate action is required, any School staff member or other responsible individual in a leadership position may impose conditions of behavior on a student, even including immediate removal of the student from a School sponsored activity. Immediate action during these circumstances is not a substitute for the University's conduct process when violations of the Code of Student Conduct or The Clarkson School Policies occur. .

It is our understanding that the student accepts and agrees to the rules noted above. The student also understands that they are responsible for all regulations specified in The Clarkson School Handbook, and any supplementary regulations that are promulgated for special circumstances during the academic year. Students will also abide by the regulations of Clarkson University and abide by any state and federal regulations that apply in addition to Clarkson School rules.

## **Clarkson University Policies**

As Clarkson University students, Clarkson School students are expected to abide by the Clarkson University Undergraduate Regulations available at <https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulation>

### **Harassment Policy and Sexual Misconduct Policy**

Clarkson University and The Clarkson School are committed to creating and maintain an education environment free from gender-based discrimination. Sexual harassment, sexual assault, relationship violence, and stalking are strictly prohibited. Clarkson University' Harassment Policy and Sexual Misconduct Policy are stated within the Clarkson University Undergraduate Regulations at <https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulation>.

Information about resources and support can be found at <http://www.clarkson.edu/nondiscrimination>

### **Emergency Preparedness**

Emergencies, disasters, accidents, injuries, and crime can occur at any time without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. The information provided at <https://www.clarkson.edu/emergency> is to minimize the negative effects resulting from an emergency.

There is an online guide provided for reference and printed copies are available from the Department of Campus Safety & Security in the ERC. Please read this guide thoroughly before an emergency occurs and become acquainted with its contents. Students should keep the guide in an accessible place for immediate reference. When students are familiar with the information, they will be better prepared to protect themselves and others.

If you have questions about a unique situation that is not covered in this reference or need additional emergency information call the Department of Campus Safety & Security at ext. 6666 or 315-268-6666, or the Dean of Students office at 315-268-6620.

For more detailed information regarding Emergency Response, Notification and Evacuation please refer to the Emergency Response – Notification Guidelines provided at <https://www.clarkson.edu/emergency/emergency-response-guide>.

## **UNIVERSITY INFORMATION**

**CSI (College Student Inventory):** The CSI is an online inventory provided to students during the summer to complete prior to the start of the semester. This inventory and its results are used to identify areas of academic preparedness in which a student may need help or direction. The Associate Head of School meets with each student to discuss the results and develop a plan of action if needed.

**Moodle:** This is Clarkson's official learning management system. It allows instructors to post material online which is accessible by students, TA's, and course guests. It provides various web 2.0 tools including blogs, wikis, chat, and other features that support rich interaction between instructors and students within courses. Instructors may also use software applicable to the course they are teaching.

**Student Health and Counseling Center (SHAC):** Clarkson School students have access to the Student Health Center staffed by Nurse Practitioners, under the supervision of the University physician. There is no charge for clinic visits, and

several medications are dispensed without charge. The cost of hospitalization, X-rays, prescription medications, laboratory tests, consultation with other physicians, and additional health care must be borne by the student or their personal insurance. Information can be found at <http://www.clarkson.edu/shac>.

Prior to actual registration at The Clarkson School, all students must do the following:

- Have a physician's examination by their doctor and complete the History and Physical Questionnaire and Immunization Form. Students not in compliance within a stated period of time, and after appropriate warning, may be asked to leave The School.
- Certify that they have health insurance coverage. Students not covered by a family policy must subscribe to a student health insurance plan provided by Clarkson University. Counseling support is available free of charge to students and can be helpful for those who wish to talk over their values and feelings with a trusted listener. Counseling is a proactive way to manage challenges and difficulties, gain perspective, and take responsibility for a student's emotional welfare. All counseling contacts are confidential. Mediation services, designed to facilitate voluntary conflict resolution, are also available through the Counseling Center.

**Student Success Office:** <https://www.clarkson.edu/student-success>

The mission of the Student Success Office is to serve and embrace all students. They are committed to providing access and opportunity programming for student success. Using a collaborative approach, this office supports student engagement, professional development opportunities, and support retention initiatives to graduate culturally competent students.

Their office is located on the 1<sup>st</sup> floor of the ERC and offers services related to educational development, tutoring, and student support. They offer seminars on topics such as time management, stress control, study/test taking strategies and reading improvement, etc. Students can sign up for small group tutoring through their myCU account (see Request a Tutor), stop by their office or call for an appointment at 315-268-2209/3881. There is also "drop-in" tutoring available for many courses and a schedule which is posted at the beginning of each semester.

**Office of University Advisement:**

<https://www.clarkson.edu/office-university-advising-oua>

The Office of University Advising (OUA) provides holistic and inclusive academic advising assistance to all students. This Office offers professional advising, connections to major-specific advising support, and links to student success and support services campus-wide.

**Office of Diversity and Inclusion:**

<https://www.clarkson.edu/diversity-and-inclusion/student-diversity-and-inclusion-services>

Their office works to advance Clarkson University's commitment to respecting & valuing diversity by serving as a resource and liaison for students on issues of equity through education, outreach, and advocacy.

To achieve this mission, the department provides leadership opportunities through the Clarkson Intercultural Ambassador Program, an initiative dedicated to developing the next generation of empathic inclusive leaders. The department also strives to provide a supportive environment for underrepresented students through student organizations and professional societies geared toward their academic and personal development. Stop by their office and D&L lounge located on the first floor of the Student Center or contact them at [diversity@clarkson.edu](mailto:diversity@clarkson.edu) or by phone at 315-268-3785.

**Office of AccessAbility Services:** In order to assure equal access for students with disabilities, Clarkson University's Office of AccessAbility Services (OAS) provides reasonable accommodations to qualified students in compliance with Section 504 of the Rehabilitation Act of 1973, and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended in 2008.

Students can expect to live and work in an environment that positively encourages equality of opportunity and refuses to tolerate discrimination in any form. Students who may require academic, dietary, or residential modifications/accommodations are encouraged to connect with OAS at the earliest opportunity. OAS provides services to those who need them short-term, such as for a broken bone, and long term, such as a learning disability.

For additional information, please visit <https://www.clarkson.edu/accessability-services>. The Office of AccessAbility Services is located in 1003 Price Hall.

**Career Center:** The Clarkson Career Center focuses on helping students translate the valuable skills, knowledge, and experiences acquired during their four years at Clarkson into full-time employment consistent with their interests and ambitions. We invite students to take advantage of opportunities that will help them become more competitive for positions including full-time, part-time, summer, co-ops, internships, and study abroad. Workshops are offered during the school year on career-related topics.

**The Clarkson Common Experience:** The Clarkson Common Experience provides a common set of learning expectations and outcomes for all Clarkson students. To achieve these outcomes, each student is required to complete a set of courses and a professional experience. Coursework consists of required and elective courses both from within a student's major field and from across the

spectrum of disciplines in the University. Embodied in the Common Experience are four components that serve as common threads through multiple courses:

- Learning to communicate effectively;
- Developing an appreciation for diversity in both working and living environments;
- Recognizing the importance of personal, societal and professional ethics; and
- Understanding how technology can be used to serve humanity.

Each of these components is introduced early in the curriculum, reinforced in subsequent courses, and included in upper division courses. Knowledge Areas and University Courses Students must achieve learning outcomes in the broad areas of knowledge listed below. The knowledge area requirement is met by completing five individual courses including at least one University Course that unites two areas of knowledge. Together, these courses must cover at least four of the following areas of knowledge:

- Cultures and Societies – CSO
- Contemporary and Global Issues – CGI
- Imaginative Arts – IA
- Science, Technology and Society – STS
- Economics and Organizations – EC
- Individual and Group Behavior – IG

All students at Clarkson University must take at least one University course. University Courses will address learning outcomes in two of the six areas of knowledge. University courses are multidisciplinary, and students observe, and think and learn in the context of both disciplines. For a complete list of courses that satisfy the above listed knowledge areas, please visit the SAS website at <https://intranet.clarkson.edu/academic/common-experience/ce-knowledge-area-communication-point-and-technology-courses/>

## **Beyond The Clarkson School.....**

### **Clarkson University Honors Program “Fast-Track” Option**

Clarkson School students have the opportunity to join the Honors Program earlier than their first-year counterparts. The unique “Fast-Track” option allows TCS students to apply to the Honors Program during their first semester in order to be admitted to the Honors Program in their second semester at Clarkson University. The TCS “Fast Track” application deadline is mid-November.

As a first-year Clarkson University student, students can also apply for the Honors Program in the Spring semester for admission in the Fall semester of their sophomore year. The deadline for this option is early February.

Focusing on current and emerging problems in science, technology, and society, the Honors Program offers specially developed classes focused on teamwork and

problem-solving skills; promotes collaborative relationships between students and faculty; cultivates talent for research and inquiry; engages its members in the intellectual life of the University; and promotes leadership and service to the community. It offers scholarships, special research opportunities, and a residential learning community to a select group of talented and highly motivated students, about 30-40 per class. For more information visit [www.clarkson.edu/honors](http://www.clarkson.edu/honors).

## Career and internship/summer job search

**The Career Center is a great place to start –**

<https://www.clarkson.edu/career-center/students>

Students should inventory their interests and build a career based on the functions that they enjoy. Talking to professors, mentors and/or advisor(s) is a good way to see what is available based on major and interests. For further help on inventorying interests and choosing a career, students should stop by to their Clarkson School Academic Advisor and/or the Career Center to schedule an appointment and inquire about career surveys.

Make contact with the staff of the Career Center located on the 2<sup>nd</sup> floor in the Educational Resource Center (ERC) during the first semester at The Clarkson School to find out how they can help. Also, students are encouraged to attend the Career Fairs held at Clarkson each fall and spring semesters. Many company representatives and alums attend the Clarkson Career Fairs. It is a great opportunity to learn about summer positions, internships and co-ops even as a first year student.

### Cooperative education (Co-op)

This is a good way to get practical experience by working for a company for one semester (and possibly the summer months). To find out more about this program contact the co-op office located in the Career Center of the ERC building. Please take note that written approval from this department is required before a student leaves on co-op. Information is found at

<https://www.clarkson.edu/career-center/students/co-op-eligibility-policy>

### Resume, Internship and Job Search

The Career Center staff is very helpful and qualified to assist students with writing and designing their resume. We will be working on resumes during one of the First Year Seminar (PE100) classes and through the Personal and Professional Development Program workshops. We will learn why it is wise to begin building the credentials for the resume even during the first year of college. The Career Center can also help with strategies and contacts for finding internships, co-ops and jobs. The office also conducts mock interviews upon request.

**Handshake** - <https://clarkson.joinhandshake.com/>

This is Clarkson's online career management resource for both current students and alumni. Handshake is an online link between employers, students and alumni.

The system allows you to view job and internship listings and apply online for local, regional and national vacancies, among many other features.

- Search for open jobs (on and off-campus), co-ops and internships.
- Research employers and organizations.
- Apply for jobs targeted to Clarkson students and alumni.
- Schedule on-campus interviews.
- View upcoming Career Center and employer events.
- Receive notifications from the Career Center about opportunities in various fields based upon a student's profile. Employers will post positions and access student resumes.



**International Center** – <https://www.clarkson.edu/international-center>

Through the International Center, students can study, research or work abroad. The Center forms strategic partnerships with universities and organizations across the globe. Through these 50+ partnerships, they are committed to providing quality study or research experiences for our students, and in turn, bringing our partner university students to our campus. They also have professional internship opportunities in major international cities. It is our goal to help prepare our students for the global workplace, and lead them to a better understanding of the diverse cultures and communities across the globe. They also serve as the central office for all international students and visitors on our campus by providing immigration services and support for these individuals during their time at Clarkson.



## MOST COMMONLY USED FORMS

**Add-Drop Form (*accessible via myCU*)** – If a student wants to add or drop a course during the semester, they need to visit their myCU Knight Hub and click on the Add/Drop Classes tile.

**Undergraduate Curriculum Change Form (*accessible via myCU*)** – For students remaining at Clarkson after The Clarkson School year, this will need to be completed online by visiting their myCU Knight Hub and clicking on the Forms

for Undergrads tile. This must be submitted no later than July 1 (following your year as a TCS student) in order to remain a Clarkson University student.

**Cross-Registration Form** – If a student is planning to take a course at one of our associated colleges (SUNY Potsdam, St. Lawrence University or SUNY Canton), they will need to fill out a Student Cross-Registration Form at <https://associatedcolleges.org/services/cross-registration/> and obtain approval from their advisor and instructor at that school.

**Transcript Release Form** – At the conclusion of the year, if a student will be attending another college/university, they will need to have an official transcript sent to that institution's Office of Admission. If a student is graduating from their home high school, they will also need to have an official transcript sent to the student's home address and then take this to their high school to verify successful completion of courses towards high school requirements. To request a transcript from Clarkson University, students can log into myCU and click on the Academic Records and Grades tile from their Knight Hub homepage. From there, they can request a physical (paper) transcript, or an official electronic transcript.



# CLARKSON SCHOOL STUDENT RESOURCE DIRECTORY

<u>OFFICE LOCATION</u>	<u>CONTACT/SERVICES</u>	<u>PHONE</u>
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## **SAFETY**

Campus Safety and Security 1200 ERC	David Delisle, Director	x6666/3867
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## **HEALTH**

Student Health and Counseling 1 <sup>st</sup> Floor, ERC	Physical Health, Excused Absences	x6633
Counseling Center 1 <sup>st</sup> Floor, ERC	Appointments/walk-ins	x2327

## **SUPPORT SERVICES**

Student Success ERC 1400	Cathy McNamara, Associate VP	x4394
Student Diversity and Inclusion 168 Snell Hall	Jen Ball, Chief Inclusion Officer Title VI, IX, ADA / 504 Coordinator	x4208/3785
Writing Center 139 Snell Hall	Writing (content, format, grammar, etc.)	x4439
Career Center 2300 ERC	Resumes, Internships, Study Abroad	x6477
International Center 1104 ERC	Study Exchange, Global Programs	x7643
Accessibility Services 1003 Price Hall	Student Accommodations	x7643
Help Desk 171A CAMP	Computer, Phone & Electronic Issues	x4357

## **ADMINISTRATIVE**

Student Administrative Services Graham Hall	Academic Records, Financial Aid, & Student Accounts	x6451
Dean of Students 1003G Price Hall	James Pittman	x6620
University Residential Life 1003D Price Hall	Troy Lassial, Director	x6642
International Students & Scholars 1104 ERC	Tess Casler, Director	x7970
1104 ERC	Rebeca Brown, Assistant Director	x7970

## ACADEMIC/CAREER

The Clarkson School 2106 Price Hall	Brenda Kozsan, Associate Head of School	x4330	
School of Engineering 102 CAMP	William Jemison, Dean Hugo Irizarry-Quinones, Associate Dean 518/631-9881 Capital Region	x7929	
School of Arts & Sciences 304 Science Ctr.	Tom Langen, Interim Dean	x6738	
Gerry Gravander 305 Snell Hall	Associate Dean	x6544	
Communications & Media 165 Snell Hall		x6484	
Humanities & Social Sciences 265 Snell Hall		x6410	
Mathematics & Computer Science 357 Science Ctr.		x2395	
School of Business 329C Snell Hall	Augustine Lado, Dean	x6617	
Luciana Echazu 329C Snell Hall	Associate Dean	x2300	
First Year Advisor 117 Snell Hall	Christine Compeau	x7801	
Sophomore Advisor Snell Hall	Suzanne Manory	x3977	115
Junior & Senior Advisor Snell Hall	Sandra Zuhlsdorf	x3906	113

## COMPUTER/MOODLE ISSUES

Office of Information Technology OIT Helpdesk – [helpdesk@clarkson.edu](mailto:helpdesk@clarkson.edu) x4357(HELP)  
171A CAMP

# APPENDICES

## Appendix A: Online Campus Directories

If students are looking for contact information for other students, faculty and staff, the below link will bring them to the screen where they are then able to quantify their search further by the below categories:

<https://intranet.clarkson.edu/directory/>

### Organizational Chart

Find employees address, location, phone number and e-mail address by division and function.

### Alphabetical Directory of Faculty/Staff

Address, location, phone number and e-mail address of all faculty and staff.

### Department Directory

Phone numbers, fax numbers, PO Box numbers and Web links to University schools and departments.

### Student Directory

Name, PO Box, phone numbers, e-mail address, class year and major of students. (For privacy reasons, this directory is available only from on-campus.)

### Alumni Directory

Contact information for Clarkson alumni. (For privacy reasons, this directory is available to registered alumni only.)

## Appendix B: General Academic and Degree Information

### Advanced Placement through AP exams or credit through College Courses

An applicant successfully completing a College Board Advanced Placement (AP) Examination with a score of four (4) or better may receive credit for those courses applicable to the University curriculum. Refer to <https://www.clarkson.edu/student-administrative-services-sas/information-new-students/ap-credit-transfer-information-new> for scores required in specific tests and Clarkson course equivalency.

Advanced placement credit based on a college-level course transferred from another academically accredited institution will be awarded upon receipt of both an official transcript indicating a grade equivalent to a C (2.000) or higher at

Clarkson, provided the course is evaluated to be appropriate for Clarkson credit by the Clarkson department or school responsible for the subject of the course. Transfer credit from another college or university is approved through the student's advisor, the department under which the course is taught and the SAS Office. Before taking a course at another university, the Off-Campus Permission Form must be filled out. This form can be accessed by logging into myCU and clicking on the Forms for Undergrads tile on your Knight Hub homepage. Students should see their Clarkson School advisor for any questions about transfer credit.

## Midterm Grades

Midterm grades are available beginning the 9<sup>th</sup> week of each semester. They are submitted online for all courses through myCU. Midterm grades are intended to inform students and families of their academic progress; they do not become part of a permanent student record. In courses in which student work has been evaluated before midterm, a student will receive either an "S" for *Satisfactory* or "U" for *Unsatisfactory* performance. A midterm grade of a "U" should be recognized as indicating undergraduate performance below the class average or below the "C" grade. For those courses in which no student work has been evaluated before midterm, the report will show an "N" for no information.

## Repeating a Course

Students can only repeat a course for which they have received a grade of "C-" or lower. The transcript is a historical document so any coursework that has been completed will remain recorded. A repeated course will show up with a notation that it has been repeated and it will be omitted from the GPA calculation. A Clarkson School academic advisor may suggest that a course be repeated if the student earned a grade lower than a "C" before pursuing upper level courses in that area.

## Appendix C: Academic Integrity

### Plagiarism

The Merriam-Webster Online Dictionary defines "plagiarize" as "  
1. To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source; 2. To commit literary theft: present as new and original an idea or product derived from an existing source"  
(<http://www.merriam-webster.com/dictionary/plagiarizing>).

In practice, many faculty and students have difficulty determining whether a particular case constitutes plagiarism. For example, what does "crediting the source" mean in definition (1) above? Furthermore, many people assume that plagiarism implies intent but this is not so. Fundamentally, plagiarism is any failure to give credit where credit is due. Unintentional plagiarism is common but is just as serious an offense as intentional plagiarism.

There is an extensive discussion of plagiarism and how to avoid it at <http://Plagiarism.org>. Among the examples of plagiarism the site offers are:

“All of the following are considered plagiarism: turning in someone else’s work as their own, copying words or ideas from someone without giving credit, failing to put a quotation in quotation marks, giving incorrect information about the source of a quotation, changing words but copying the sentence structure of a source without giving credit, copying so many words or ideas from a source that it makes up the majority of the student’s work, whether the student gives credit or not (see the section on “fair use” rules). Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing the audience with the information necessary to find that source, is usually enough to prevent plagiarism.”  
(<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>)

Any other form of citation is insufficient and will be considered plagiarism. When in doubt, students should ask their professors or visit the Writing Center located on the 1<sup>st</sup> floor of the Bertrand H. Snell Hall building!!

## **What are the possible consequences of an Academic Integrity Violation?**

Section IV-A of the Clarkson University Regulations states, “Violations of the Code of Ethics are regarded as most serious offenses and render the offenders liable to severe disciplinary action.” Penalties are set by the professor or School, with a mark of zero on the assignment, test or paper being the typical sanction for a first Academic Integrity violation (this can result in course failure if the violation is on a final exam). A second violation in the same course almost always results in automatic failure of the course.

When a student is accused of a second offense in the same course, the professor is required to make a recommendation to the University Academic Integrity Committee stipulating: no additional action (beyond penalties already levied); Academic Suspension; or Academic Expulsion. If the Academic Integrity Committee feels suspension or expulsion is merited, a recommendation will be made to the University President. Only the President (or their designate) has the authority to impose a suspension or an expulsion.

*Academic Suspension* means that a student may not earn academic credit at Clarkson University for any work done at any institution during the duration of the Academic Suspension. Thus, courses taken at another university during the suspension may count at that other institution but they can never be applied toward programs at Clarkson. If a student decides to remain at Clarkson University after the Clarkson School year, an Academic Suspension delays the earning of a degree or diploma from Clarkson University by, at least, the length of the suspension. Academic Suspensions are usually for a period measured in academic

terms (for example, three academic terms). Academic Expulsion means that a student may never again earn credit at Clarkson University.

## **Rights When Accused of an Academic Integrity Violation**

When accused of an Academic Integrity Violation, the student has the right to appeal to the University Academic Integrity Committee. The accused may appeal the accusation, the penalty levied or both, at their choice. To appeal, simply notify the Chair of the University Academic Integrity Committee in writing. If anyone has questions about the process, the consequences, or any other issues relating to Academic Integrity, they are encouraged to speak with the Chair of the Academic Integrity Committee. The Dean of Students' Office or the Dean's Office for any of the University's Schools can supply the name of the current Chair of the Academic Integrity Committee. The Committee is the primary body for adjudicating alleged violations. If faculty members elect to levy sanctions on their own authority against students for violations committed in their courses, they must inform the charged students of their right to appeal the sanction to the Committee and inform the Academic Integrity Committee of any sanctions levied.

Once the faculty notifies the student of their action, it should be noted in the letter from the faculty member that the student has the right to appeal the decision to the Academic Integrity Committee and has 7 calendar days to make their decision to appeal known to the chair of the Academic Integrity Committee.

## **Appendix D: Guidelines for Completing Courses at other Colleges/Universities**

### **Where do I start?**

Students interested in taking courses at another college/university must first consider where the course(s) will be taken, how many courses will be taken and what classes they want to take. Once these items are addressed, students have clear guidelines to follow.

### **Cross-Registration within the Associated Colleges of St. Lawrence Valley**

Cross-registering gives students an opportunity to expand the depth and variety of their academic program. by taking courses not typically offered by Clarkson University. Full-time Clarkson students interested in taking courses at SUNY Potsdam, SUNY Canton or St. Lawrence University can cross-register for up to 2 courses in an academic year providing that the course (s) are not offered at Clarkson. Students must carry a full-time credit load (at least 12 credits) including the cross-registered course, in order to be eligible to participate in the program. Students can register for up to 19 credits (including cross-registered credits) without incurring additional charges. If you are interested in cross registering, first check with your advisor to ensure that the class you have selected will count towards your academic program. You must then complete a [Cross Registration](#)

[Form](#) and submit it to your advisor. Once your paperwork has been submitted through your advisor and SAS, your class request will then be sent to the school you are seeking to cross register. You will be notified a week before classes begin if your request has been granted. Transfer credit will be awarded for courses in which a grade of “C” or higher is earned.

### **Off-Campus Permission Form**

Students studying abroad or those interested in taking courses on a part-time basis at another campus can do so by completing an Off-Campus Permission Form. This form is available under the Forms for Undergrads tile on your Knight Hub homepage in myCU. **One form must be completed for each course a student is taking off campus and a course description from the chosen school’s catalog or website must be attached. It is the student’s responsibility to request a transcript from the school attended and to confirm its receipt in the SAS office.**

Upon receipt, SAS will post transfer credit to a student’s record for any course passed with a grade equivalent to Clarkson’s “C” or higher. However, SAS will record a grade of “T” to indicate that the course was taken at another academic institution and, therefore, the course will not be used in computing the student’s GPA. To clarify, no letter grades will be transferred or appear anywhere in Clarkson’s records.

Individual courses for which there are no Clarkson equivalents will be evaluated on a case by case basis. If accepted, the course will appear on a student’s advisement report with either 001 or 002 after the course designator (ex. AC001). The 001 identifies that no comparable class existed.