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WELCOME TO THE CLARKSON SCHOOL

This is the 42nd year of The Clarkson School and 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 rules.

The Clarkson School is an intimate community within the larger university community. We hope that like the students in previous cohorts, the Class of 2020 will join us in keeping the spirit alive and our traditions strong. Please feel free to contact us for clarification or to provide us with feedback on this handbook. We are open to constructive criticism and welcome ideas.

The Clarkson School Staff:

Dr. Jon Goss, Head of School
Brenda Kozsan, Associate Head of School
Matthew Rutherford, Director of Admission and Financial Aid
TBD, Associate Director of Student Life and Alumni Relations
TBD, Student Life 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, giving 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. Nevertheless, Clarkson School students compete on the same academic ground and with the same grading systems as Clarkson University students. Those 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.
Vision of a Clarkson Education

The Clarkson University educational experience is designed to provide talented and ambitious students with the knowledge and skills necessary to achieve positions of leadership within their chosen profession. The combination of Clarkson’s strong technologically rich curricula and state-of-the-art teaching and research facilities, coupled with an unparalleled commitment to a friendly learning environment and to students’ personal development, uniquely prepares Clarkson graduates to excel in their chosen professions and to lead rewarding and creative lives.

In addition to attaining mastery of the core knowledge within his or her field, a Clarkson education is designed to enable students to:

- solve real-world, open-ended problems with creativity and risk taking to obtain solutions that are practical and sustainable, including those they encounter in state-of-the-art research under the direction of distinguished faculty;
- develop and refine exceptional communication skills with an awareness of potential cultural differences;
- lead effectively and work productively within disciplinary and multidisciplinary teams composed of members with diverse interests and backgrounds;
- excel in using computing and information technologies;
- learn through instruction and guidance by nationally recognized faculty whose commitment to both teaching and research has made Clarkson a nationally ranked university.

A Clarkson student’s education is greatly enhanced by a personal and friendly learning environment, within a small, residential, nationally recognized University, which:

- places students at the center of the educational process and where all employees have a commitment to creating an environment that contributes positively to students’ overall educational experience;
- draws undergraduates, graduate students, faculty and staff together into a cohesive and stimulating learning community, wherein an atmosphere of scholarship and spirit of research is cultivated;
- uses our campus as a living laboratory to improve learning, and uses the wider region to broaden and extend Clarkson’s outreach and service;
- provides personal advising and interaction with faculty and staff as well as supportive relationships among students;
- offers many leadership opportunities through co-curricular groups and activities;
- respects and learns from its community of diverse people, backgrounds and cultures.

Together, these provide a unique educational experience that is directed toward developing the whole person.

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1 Adopted by the University and Board of Trustees on November 1, 1995.
Clarkson Values

The values that underlie Clarkson University today have shaped the institution since its founding in 1896 as a memorial to Potsdam businessman Thomas S. Clarkson. The owner of a quarry that produced sandstone of exceptional strength and quality, Thomas Clarkson believed deeply in the power of education as a means for young women and men to improve their own lives and the lives of others. As the school has evolved into a technologically focused research university of international stature, Clarkson’s historic bedrock values – symbolized by the campus entry’s sandstone foundation – continue to guide the personal and professional growth of every student. These values form the intellectual and spiritual foundation of Clarkson University’s ongoing evolution to excellence.

**Teamwork**
Effective teamwork encourages creativity and self-initiative in our respective roles and partnerships. It is essential in getting the task done and in developing the skills needed to meet the challenges of ensuring sustainability of local and global economic, environmental and social systems.

**Caring**
A positive and friendly atmosphere is created when we care about each other, when we are open to constructive criticism, and when we show appreciation for a job well done.

**Integrity**
Honesty and accountability in one’s actions and words form the foundation of our relationships with others.

**Vision**
Having a vision of a sustainable future helps us prepare for it. Embracing the inevitable changes in our world as opportunities allows us to anticipate, promote, and facilitate change.

**Diversity**
The mutual appreciation of differences and a plurality of opinions, beliefs, and cultural traditions inform and enrich our lives.

**Service**
Offering our time and skills for the good of our fellow citizens leads to the prosperity and environmental health of the community and to the well-being and character development of the individual.

**Growth**
Educational experiences in and out of the classroom enliven our minds, broaden our horizons, and facilitate dialogue and consensus. Learning is a lifelong activity.

**Diligence**
“A workman that needeth not to be ashamed.” (The favorite Biblical phrase of University namesake Thomas S. Clarkson) Initiative and hard work are key ingredients in getting the task done.

A values statement becomes a reality when we live it. The Clarkson community is committed to academic excellence, continuous improvement and quality. “Lead by Example and Others Will Follow”

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2 Adopted by the University and Board of Trustees in 1996.
Equal Opportunity Policy

Clarkson University does not discriminate on the basis of race, gender, color, creed, religion, national origin, age, disability, sexual orientation, veteran or marital status in provision of educational opportunity or employment opportunities. This policy prohibiting discrimination on the basis of sexual orientation does not apply to the University’s relationships with outside organizations, including the federal government, the military, ROTC, and private employers.

Clarkson University does not discriminate on the basis of sex or disability in its educational programs and activities, pursuant to the requirements of Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990 respectively. This policy extends to both employment by and admission to the University. Students who qualify for services through the American Disabilities Act should contact the Office of AccessABILITY Services, Room 110, Educational Resource Center, Clarkson University, Box 5635, Potsdam, NY 13699-5635; or telephone 315-268-7543. Inquiries concerning Title IX, the Age Discrimination Act, or other discrimination concerns should be directed to the Office of Human Resources, 1st Floor, Graham Hall, Clarkson University, P.O. Box 5542, Potsdam, NY 13699-5542; or telephone 315-268-2362. Information on the processing of grievances and charges relating to the above policies can be obtained from the Office of Affirmative Action.

Clarkson University is making a special effort to identify for employment opportunities and participation in its educational programs a broad spectrum of candidates including women, minorities, and people with disabilities.

Revised: September 26, 2017
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 pursue either the Test Assessing Secondary Completion (TASC) or the High School Diploma at their high school.

Test Assessing Secondary Completion (TASC)
Students who select 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 courses may transfer to other colleges or universities. There are two ways of obtaining the TASC, either through examination or credit:

1. Pass the two-day TASC examination that is typically given at a nearby location. This provides the student with the most flexibility in their schedule.

2. Successfully complete twenty-four credit hours in six pre-designated subjects at Clarkson University. You can then apply for a diploma from the New York State Education Department.

High School Diploma
To obtain a high school diploma, students will need to work out a suitable plan with the 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 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.

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. 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.

**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. 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.

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 via the Internet at http://www.fafsa.ed.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). Please note the GPA requirement for the Clarkson School Presidential Scholarship is 3.25.

**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 withdraws 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/refund-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 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 deceivingly light, but workload intensifies in a short time, and it is easy to get behind unless the student attends classes regularly and keeps 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 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 is provided to The Clarkson School through personal communication and in progress reports initiated in MyCU PeopleSoft 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 in the First Year Seminar (PE100) course.

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 him/her and suggest strategies to deal with the situation.

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. 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. Other workshops we provide are offered through our Professional Development (PPDP) Program and Knight Classes offered by the University.

We are equipped to offer a variety of services and we hope to pick up on any difficulties before it is too late. Please let us know of any problems. We will work with students to get the most appropriate help. 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.

**Good Standing:** Students who are enrolled in a minimum of 12 credit hours and who are not under Academic Warning or Probation are considered to be in academic good standing in The Clarkson School.

**Academic Warning:** Students who obtain two or more unsatisfactory grades (U) at the midterm grade report will be issued an Academic Warning. They will be required to meet with their academic advisor within one week to discuss their classes and make plans for improvement, and they will meet weekly thereafter until there is evidence of improvement. Additional conditions may be imposed, such as tutoring or counseling. Failure to meet these conditions may result in Academic Probation as described below.

**Academic Probation:** Students who fail to meet the conditions of their Academic Warning and any student who fails to attain a full-time (12 or more credit hours) grade point average (GPA) of at least 2.25 on the first semester grade report will be subject to Academic Probation.\(^3\) Academic Probation will be accompanied by some or all of the following conditions:

- A. Enforced study hours and/or meetings with a tutor;
- B. Class attendance monitored by their academic advisor;
- C. Regular meetings with their academic advisor and/or university counselor to monitor progress.

These conditions will remain in effect until there is evidence of improvement and will be re-imposed, perhaps with additional conditions, if academic progress is unsatisfactory. Please note that if a student's first semester GPA is below 2.0, they will also be placed on "Academic Warning" by Clarkson University.

**Separation:** Students who fail to attain a full-time grade point average (GPA) of at least 1.50 for at least 12 credits hours of courses, or the equivalent of 18 Quality Points (where Quality Points = Grade Point X Registered Unit Value) on the first semester’s grade report, may be separated from The Clarkson School.

\(^3\) If a student has a Late Withdrawal (LW) from a class or takes an Incomplete (I), credits for the class will not count towards the minimum 12 credit hours.
School.  Please note that if a student’s semester GPA is below 1.0, they will be Subject to Separation from Clarkson University.

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.

Asking a student to leave The Clarkson School at any point is a decision made carefully by the staff, and made only when deemed in the student’s best interest. 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 section 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.

College Credits
College credit hours may be earned for satisfactory completion of all college courses during the year. Grades for The Clarkson School students will be reported on a Clarkson University transcript in accordance with the following system:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete grade</td>
</tr>
<tr>
<td>W</td>
<td>Course dropped or student withdrew from the University during weeks five through 10 of the regular fall and spring semesters.</td>
</tr>
<tr>
<td>LW</td>
<td>Course dropped or student withdrew from the University after week 10 of the regular fall and spring semesters.</td>
</tr>
</tbody>
</table>

A student who passes a 3 credit hour course with an “A” grade will earn 3 x 4 or 12 quality points. Passing with a B grade earns a 3 x 3, or 9 quality points, etc. A semester’s Grade Point Average (GPA) is determined by dividing the total number of earned quality points by the total number of hours taken. For undergraduate courses, a grade of C (2.00) and above will be considered passing (P).

Information on the Clarkson University Academic Regulations can be found at https://www.clarkson.edu/sites/default/files/2018-09/ugrad-regulations.pdf
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:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Grant Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.25-3.49</td>
<td>$1,000 per year</td>
</tr>
<tr>
<td>3.50-3.74</td>
<td>$2,000 per year</td>
</tr>
<tr>
<td>3.75-4.00</td>
<td>$4,000 per year</td>
</tr>
</tbody>
</table>

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 PeopleSoft 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 7th 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 contacts for students should they have more specific questions about upper level courses and careers or other opportunities in the 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 on MyCU PeopleSoft 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 them on this.

Clarkson University offers over 60 rigorous majors and minors. Please see the website for a full listing: https://www.clarkson.edu/academics. 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 PeopleSoft 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 PeopleSoft.
- 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.
- An add/drop form is required after the 10th class day, with approval from the student’s academic advisor and acknowledgement from the course instructor. Undergraduates can do this online.
- 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 alums 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 their Student Center on MyCU PeopleSoft. The Student Success, Diversity & Inclusion Office also assists students. 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. Walk-in sessions are available between 8:30 – 11:30 am. Those wishing to meet with a counselor may drop by the office or call (315) 268-2327 to make an appointment. 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

Foreign 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 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, sensitivity to the different needs of individuals, and awareness of the value of diversity and inclusion. As a special community within a larger community of undergraduates, we expect Clarkson School students to be particularly supportive of each other, and wherever possible to operate a “buddy system” so that they are able to monitor each other’s well-being, alert each other of any dangers to their welfare, and help each other out when necessary.

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 Clarkson School staff feels strongly that students need to develop an ethic of personal responsibility and to follow through on commitments that they make. 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 if they accept, to attend unless an emergency occurs. If students do not perform these basic courtesies they will be held accountable, by forfeiting deposits and/or being asked to perform community service.

Field trips: Whether skiing at Smuggler’s Notch or visiting museums in Montreal, our trips offer everyone 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 all students obtain a passport or an enhanced driver’s license prior to arriving at The School to ensure that they can participate in our annual trip to Canada. 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 “Étiquette 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 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 their minds, bodies and souls. In addition to pursuing a regular academic course of study, students will be able to attend workshops on professional development. 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 of Ormsby and Newell. The Clarkson School resides on the second and third floors of these buildings while the first floor of each building is occupied by students from the Honors Program. Students within this integrated community will have 24-hour access to the Price Hall student lounge located on the 2nd floor through the Newell Entrance.

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. Please help protect the positive reputation of The Clarkson School in the community.

**The Clarkson School Residence Hall**
All Clarkson School students are expected to abide by the regulations outlined in the Clarkson School Housing Agreement. The suites in Newell or Ormsby comprise of two double-occupancy rooms joined by a bathroom that is shared by the four occupants. 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 Newell and Ormsby, 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 training and expertise. Their rooms are nearby, their doors are “open”, and their counsel is free.

House Advisors are also responsible for supervising the residences. Students who are not cooperative may be subject to informal disciplinary actions, such as curfew extensions or common area restriction, or to formal action by Clarkson School staff under the provisions of The Clarkson School Disciplinary Policy. 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 program 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 and Suitemates: Though students don’t have to be best friends with their roommate/suitemates, the semester can become very long if roommates do not work together at resolving their problems. Issues are rarely just one individual’s problem or 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, each set of roommates and suitemates will fill out a roommate/suitemate contract specifying mutual expectations. A copy of this contract will be on file with the Student Life 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 may have access to a study space within the Clarkson School Residence where they will also be able to store some personal belongings, so that they too have a “home” within the residential community.
Commuters will be 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 open debate.

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 is provided with a yearly budget 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 POTTSDAM 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. Comprised of President, Vice President, Comptroller, Public Affairs Director, Treasurer, and Secretary (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](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 Greek 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](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](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](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](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 1 sports (hockey), students must meet the NCAA Clearinghouse requirements.

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

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

**Life in and around Potsdam**

Please visit [https://www.clarkson.edu/research-experience-undergrads-reu/life-potsdam](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
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 residence hall regulations. 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 School reserves the right to make housing assignments and changes in room assignments for the benefit of students or The Clarkson School.

Housing Agreement: Students reserve a room in The Clarkson School housing with the understanding that this reservation obligates them for the entire academic year (exclusive of vacation periods) with the exception of withdrawal or disciplinary separation from The Clarkson School. The agreement is digitally signed when filling out the TCS Housing Questionnaire prior to arrival at The Clarkson School. Commuters are also required to digitally sign a housing agreement when filling out the Housing Questionnaire and they are expected to abide by all residential policies. Due to the unique community-focused experience of The Clarkson School, all Clarkson School students who live on campus are required to reside in Clarkson School housing (Newell House and Ormsby House). Exceptions are made only in circumstances where student safety requires a relocation.

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 Student Life Coordinator. Moves will not be permitted without prior approval.

Quiet Hours: Quiet hours must be observed during the following hours: Sunday through Thursday: 10:00 p.m. to 8:00 a.m. and Friday & Saturday: 12:00 a.m. to 8:00 a.m. House Advisors will determine acceptable and unacceptable noise levels in the residence hall and attempt to maintain consistency out of respect for the needs of all our residents. The lounge televisions must be turned off during quiet hours.

Curfew: All residents are expected to be in their Clarkson School residence from 12:00 a.m. to 6 a.m. Sunday–Thursday, and 2:00 a.m. to 6 a.m. on Friday and Saturday, 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 the Thanksgiving Break. Stricter curfews also may be imposed for individuals or groups of individuals as part of disciplinary action or academic probation.

**Visitation/Guest Policy:** Visitors to The Clarkson School residence are permitted only between the hours of 8:00 a.m. and 12:00 a.m., Sunday to Thursday, and until 2:00 a.m. on Fridays and Saturdays unless approved by a School staff member after submitting an *Overnight Visitor Form* available in The Clarkson School office or on our website. Guests are expected to abide by the rules and regulations of The School during their visit and students are responsible for their guests’ behavior at all times. Visitors are not permitted to remain for more than two nights in a row, and a maximum of four nights per month.

**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:

- If curfew is lifted students in good standing are no longer required to submit a *Leave Permission Form*.

- During vacation periods when the residence halls close, students will be asked to sign out and indicate planned return times on a sign-out sheet posted on every floor. Parental permission is not required for vacation departures when the residence halls close.

- Unless specified otherwise, student residences are normally closed and locked during Thanksgiving, spring break, and the break between fall and spring semesters. 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.

**Room Keys and Student Identification (ID) cards:** Each student is issued a key for their assigned room. Fees will be charged for the replacement of lost student ID/access cards and room keys. A lost key will result in a $100.00 replacement fee. Possession of unauthorized keys will result in disciplinary action.

**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.

- Students leaving Clarkson School housing during the semester may receive prorated refunds.

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

**Property Liability:** The Clarkson School does not carry insurance of any kind on the property of students and accepts no responsibility for loss or damage to such property. Students are urged to lock their rooms at all times and carry their own personal property insurance. Students should also lock their rooms out of consideration of their suitemate’s and roommate’s possessions. However, in the interest of safety, students are not permitted to add their own locks or bolting devices to room or bathroom doors.
Pets: No pets other than small fish are permitted in The Clarkson School residence halls.

Safety and Cleanliness:
Students are responsible for maintaining cleanliness and sanitary conditions on each floor, including bathrooms and lounge areas. Students who do not fulfill such responsibilities may be subject to disciplinary action and cleaning charges.

The Clarkson School staff members will conduct periodic, announced or unannounced inspections of rooms in the interest of hygiene and safety. Such inspections will happen routinely during vacation periods. These inspections do not extend to a student’s personal possessions. However, if something is clearly evident in a student’s room that is unsafe, illegal, or against The Clarkson School regulations (e.g. weapons, public agency sign, illegal drugs, drug paraphernalia, or bottle containing or previously having contained alcohol), it may be confiscated and held by a School official or appropriate agency. The student(s) will be notified in writing of the confiscation, and be given the opportunity to explain the circumstances and possibly to reclaim the item with appropriate restrictions. Rooms declared unsanitary and requiring the use of the custodial staff will be charged for the unscheduled cleaning. Floors should generally be kept clear of all personal items.

- To protect the lives and safety of those living in the residence hall, the use of fire extinguishers and all other fire emergency equipment are to be limited to valid emergencies only. Turning in a false alarm endangers the lives of others and is a Federal offense. Anyone caught tampering with fire equipment or turning in false alarms will face a $100.00 fine and further disciplinary action.

- Furniture and personal items cannot block hallways, stairways, or exits within the Residence halls.

- Firearms, BB, pellet guns and paintball guns, explosives, combustible fuels, fire crackers, chemicals, bows, knives, or other dangerous hunting equipment will not be allowed in any room or residence at any time.

- Students must be properly attired in public areas at all times. According to Public Health code, bare feet are not allowed in University dining halls.

- Boiler room and roof areas are off limits at all times. No antenna or aerial attachment may be made on the roof of any residence.

- Extension cords are prohibited as permanent wiring within the residence halls. Power strips may be used to increase the number of plugs in a room and must be plugged directly into the outlet. A power strip cannot be plugged into another power strip.

- Electrical or cable wires cannot run over the top of room doors.

Room and Residence Damages: Residents are held liable for damage to the rooms, furnishings, and common/lounge area facilities. Charges for anonymous damages will be shared jointly by students. The School and University staff members will make these decisions. An appeal procedure is available in the Disciplinary Procedures section to question charges. Assessment to individuals will be made after an appeal period of one week. Students will be charged for any furniture missing at the end of the academic year.

Residential rooms are inspected by University Facilities staff prior to fall semester move-in each year. When students move in, they are encouraged to take a photo of their space (including walls, fixtures, furniture) to document its condition. Students may submit online Work Requests for any repairs needed in a room: http://fasworkrequest.clarkson.edu/mc_web/
All furniture issued to a room must remain in the assigned room; it cannot be stored and should not be placed in the common areas.

**Common Property:** Furniture cannot be removed from common areas, lounges, study rooms, cafeterias, etc. for the private use of students within their own rooms. Students possessing unauthorized furniture may be billed for the value of the item. The student will be notified of this by the staff and will have 24 hours to return the furniture, after which they will be charged.

**Solicitation:** No solicitation is permitted in the residence, unless approved by the Head of School.

**Alcohol, Drugs, and Tobacco:** The use, possession, or distribution, of alcoholic beverages by Clarkson School students is not permitted under any circumstances at any time during the year. Additionally, the School cannot and will not condone any illegal act involving the possession, manufacture, use, or sale of controlled substances (drugs) on campus or during any official School trip or activity. Students and staff have the right to enjoy a smoke-free environment. Smoking is not permitted inside of any university facility, including residence halls.

**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**

- Clarkson School students living on campus are responsible for providing their own linens, pillow(s), blankets, study lamp, computer and personal items. Beds are extra-long twin size (36” x 80”). Window shades are provided in The Clarkson School residence.

- Small Microwaves may be brought to rooms, but must be attended to at all times while in use.

- Refrigerators may be brought to rooms, provided such units do not exceed five cubic feet.

- Candles, incense, halogen lamps, decorative/Christmas lights, and extension cords are not permitted. Additionally, air conditions, stoves, hot plates, toasters, electric coffee makers with exposed coils, toaster ovens, crockpots, and rice cookers are prohibited. For completion information on fire hazards, student can consult the Housing Fire Safety checklist at https://intranet.clarkson.edu/?s=fire+safety+checklist

- 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.

- Cable TV service is available in each room. This service is rented by the University and is provided without charge to residents. Additional cable channels are available to students for a fee and must be
arranged by direct contact with Time Warner. Students have responsibility for proper use of this service and equipment and are liable for damages in the event of misuse.

- **Room Key and Student ID Replacements** are issued by Residence Life and Campus Safety respectively. Students are charged for replacement costs.

- 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.

**Disciplinary 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. Typically, students in violation of policy will lose privileges for a specified time and when appropriate, restorative justice will be implemented to allow students to “restore faith” to the community members who have been harmed by their behavior. For example, students may be asked to make a formal and/or public apology, give informative presentations related to the policy violation, and/or perform community service.

**Incident Reports**

Except for minor violations that result in informal reminders by House Advisors, suspected infractions of Clarkson School Policies are detailed in writing in an Incident Report which is forwarded to the School staff members. Parents/guardians will be notified if the student is a danger to him/herself or to others and/or if they have been transported to the hospital for any reason. The Student Life Coordinator will follow-up with a meeting with each student involved in an incident to gather information before determining an outcome.

If the Student Life Coordinator is unavailable, the Associate Director of Student Life and Alumni Relations will take their place. Other involved parties may be asked to attend this meeting or be interviewed separately. After all pertinent information has been gathered, there will be a consultation among staff members and if situations are serious enough, there may be a meeting with the student and Head of School. Parents/guardians may also be requested to attend. Occasionally, due to the severity of the alleged incident, a student may be referred directly to the Dean of Students office and a Dean’s inquiry may be conducted.

**Levels of Disciplinary Action:** When a student violates School rules and policies, disciplinary action may result. Generally, infractions and consequences fall into the following four categories depending upon the severity of the incident:

**Verbal Warning**

An informal warning is appropriate for minor rule infractions and incidents (such as excess noise in the residence hall, being a minute or two late for curfew, etc.). Normally, a verbal warning is used for a one-time event viewed as a learning opportunity and it is not noted in the student’s official record nor reported to parents.
Disciplinary Warning
A formal warning is given for infractions such as a breach of curfew, violation of visitation rules, etc. or following repeated verbal warnings. When such formal disciplinary action is taken, it will be noted in the student’s official record and reported to parents/guardians. It may also be mentioned in letters of recommendation and passed on to the Clarkson University Dean of Students.

Disciplinary Probation
For repeat offenses or for more serious violations such as use of alcohol/drugs, repeated curfew violations, or theft/ destruction of property, the student may be placed on probation. This will result in a conference with staff and notification sent to the student’s parent/guardian about the violation and any relevant history. 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 suspension or expulsion.

If a student is applying to other universities they will be asked to notify them in writing of the probation and conditions. Until this letter of explanation is submitted, The School will not continue to facilitate the student’s college admission process.

Suspension or Separation
Serious illegal or immoral activity or repeated/additional serious violations made during the disciplinary probation may result in suspension or separation. Suspension will require that the student withdraw from classes and/or vacate The School’s premises for a stated period of time. Separation will require that the student withdraw from classes and vacate the campus permanently.

Please note that although we generally try to avoid duplicating punishments by the University or legal authorities, The Clarkson School may impose additional disciplinary consequences when the welfare of Clarkson School students is affected or the reputation of The School is harmed.

Appeal Procedure: Appeals of disciplinary penalties or other matters may be made to the Head of School. If a student wishes to appeal the determination made by the Head of School, the student may do so to the University Appeals Committee whose decision is final.

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 suspension of the student from a School sponsored activity. Further disciplinary procedures may then be initiated at the first opportunity.

Cautions Regarding Alcohol
The Clarkson School has a clearly stated regulation prohibiting the possession or use of alcohol. However, there are often questions about our students being present at events where alcohol is being served.

- According to Clarkson University regulations, alcoholic beverages may only be possessed and/or consumed by individuals 21 years of age or older, and only within their room or apartment. It is a violation of University regulations and illegal for anyone to provide alcohol to underage persons.

- Off campus social events where alcohol is served in an unregulated environment may place students at potential risk and we recommend that students exercise caution. We recommend that students
generally try to avoid such events and that, if they do attend, a “buddy system” is used so that the students look out for each other.

*It is our understanding that the student accepts and agrees to the rules noted above. The student also understands that he or she is 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, as noted above, the Clarkson School students are expected to abide by the Clarkson University Undergraduate Regulations available at [https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulations](https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulations).

**Code of Ethics**

It should be noted that all academic work, including that performed with the aid of computers, must be performed honestly, that is without any form of cheating or plagiarism. Students will do their own original work on exams, papers, presentations or other assignments that are submitted for grades, and they give appropriate citations when using ideas that are not their own. They will not submit the same work for multiple assignments. They will also not knowingly aid and abet other students in gaining unmerited personal advantage and have a duty to inform The Clarkson School of any violations of the Student Conduct Code and the Code of Ethics at Clarkson University. Students who violate the Code of Ethics at Clarkson University will be subject to all applicable Clarkson University penalties and will as well be subject to sanctions by The Clarkson School.

**Information System Acceptable Use Policy**

Students should also be aware of the University Regulations regarding the institution’s Information System Acceptable Use Policy as they use personal computers on the University Network stated within the Clarkson University Undergraduate Regulations at [https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulations](https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulations).

**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-regulations](https://www.clarkson.edu/student-administrative-services-sas/clarkson-regulations). Information about resources and support can be found at [http://www.clarkson.edu/nondiscrimination](http://www.clarkson.edu/nondiscrimination).

**Federal and State Laws**
Clarkson School students should be reminded that the following federal and state laws apply and will be strictly enforced:

- Misuse or tampering with phones or television cables is contrary to Public Service Commission regulations and will lead to appropriate disciplinary action.

- Civil law defines the possession of unauthorized master keys or access cards as being in possession of burglary tools. Those residents having or using such keys or access cards are subject to disciplinary action. Similarly, tampering with coin box receptacles or electrical interlocks associated with pay phones, washers, or dryers can constitute theft of services which can lead to disciplinary and criminal action.

- Gambling is prohibited in the residence facility.

- Unauthorized possession of federal, state, local, or other public agency signs is not permitted in The Clarkson School residence.

- Students under the age of 21 may not purchase, possess, or consume alcohol. It is also illegal to make false statements about one’s age.

- Any violation of applicable law in the sale, use of possession of a controlled substance will result in disciplinary action by the University and/or prosecution by local, state, or federal authorities.

**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](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 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.

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. Our Clarkson School Advisors meet 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 are 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 his or her doctor and complete the History and Physical Questionnaire and Immunization Form. These forms are available on MyCU PeopleSoft to incoming students during the summer, and must be returned promptly to assure access to medical services. 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 is to serve and embrace all students. They are committed to providing access and opportunity programming for student success. Using a collaborative approach, they provide academic monitoring and advisement, student engagement, professional development opportunities and support retention initiatives to graduate culturally competent students.

Their office is located on the 1st floor of the ERC, 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 PeopleSoft 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.

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 or by phone at 315-268-3785.

Office of AccessABILITY - In order to assure equal access for students with disabilities, Clarkson University’s Office of AccessABILITY 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 of The Clarkson School 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 have special needs are encouraged to identify them to one of their staff members. It is important that they are made aware of a student's needs at the earliest opportunity to offer appropriate support. They can make provisions and refer students to appropriate resources.

If a student wishes to receive accommodations for a disability, they will need to contact the Office of AccessABILITY and provide official documentation. Students are highly recommend doing so before they come to Clarkson and enroll in classes. For details, please visit https://www.clarkson.edu/accessability-services for more information on accommodations and services provided. 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, 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 - CS
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://www.clarkson.edu/student-administrative-services-sas

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 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.

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 2nd 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](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 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/](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](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 PeopleSoft) – If a student wants to add or drop a course(s) during the semester, they need to visit their MyCU PeopleSoft Student Center and click on the link labeled SAS Electronic Forms. Follow the instructions listed under CU SAS Add/Drop Class Form.

Undergraduate Curriculum Change Form (accessible via MyCU PeopleSoft) – For students remaining at Clarkson after The Clarkson School year, this will need to be completed online by visiting their MyCU PeopleSoft Student Center and click on the link labeled SAS Curriculum Forms.

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://www.clarkson.edu/sites/default/files/2017-10/Potsdam%20Cross%20Reg%20Form%202015.pdf](https://www.clarkson.edu/sites/default/files/2017-10/Potsdam%20Cross%20Reg%20Form%202015.pdf) 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. This form located at [https://www.clarkson.edu/sites/default/files/2017-11/transcriptrequestfillable-1.pdf](https://www.clarkson.edu/sites/default/files/2017-11/transcriptrequestfillable-1.pdf) has to be filled out and taken to the Student Administrative Services (SAS) Office.
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<td>Hugo Irizarry-Quinones, Associate Dean</td>
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**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 a course description and 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. Students should see their Clarkson School advisor for any questions about transfer credit.

#### Midterm Grades
Midterm grades are available between the 8th and 9th week of each semester. They are created online for all courses through MyCU PeopleSoft. 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 1st 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 offender 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 his or her 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.

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**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. Students can only take courses that are not offered at Clarkson. 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 as part of Clarkson’s normal tuition. Students must be registered for at least 12 credits (full time) at Clarkson in order to be permitted to cross register. Students can register for up to 19 credits without getting charged extra. 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 at. You will be notified a week before classes begin if your request has been granted. The grade will then be posted as a T— for transfer. Students must earn at least a C in order to earn credit.

**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. These forms are available on the SAS website (under Forms) and in most academic offices. Students complete sections 1, 2 and 3 and should sign their name in section 5. **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 hours 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 transcript with either 001 or 002 after the course designator (ex. AC001). The 001 identifies that no comparable class existed.