



Carlson Hall

The GSOM Answer Guide

2017-2018

Academic Policies & Procedures

Master of Business Administration (MBA)

Master of Science in Business Analytics (MSBA)

Master of Science in Finance (MSF)

Master of Science in Accounting (MSA)

Master of Science in Management (MSM)

Dual MBA/MSF

Dual MBA/MSA

Dual MBA/Master of Arts in Community Development and Planning

Dual MBA/Master of Science in Environmental Science & Policy

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GSOM MISSION, VISION, CORE VALUES

The mission and vision for GSOM, which are consistent with the vision for the university, are intended to guide future planning and major decisions of the school.

Our mission is to engage in consequential research and practice and to prepare for career and life success through a combination of rigorous academic study and theoretically-sound experiential learning with a focus on ethics, social responsibility and sustainability.

The vision of GSOM is to be well known and highly regarded as a diverse community of scholars, practitioners, and students whose innovative ideas make significant contributions to organizations and society.

Clark University Vision: “Over the next five years we will focus on elevating the reputation and strengthening the resource base of Clark University as a place of consequence for research and education in this country and the world.” (From Clark University’s Academic and Financial Plan for 2011-16, p. 4)

Core Values

Our core values are consistent with who we are with our mission:

We value diversity of culture, opinions, and approaches

We value both deep understanding and broad perspective

We value initiative, creativity and collaboration

We value service to our local, national, and global communities of which we are a part

Guiding Principles:

We provide students with a high-quality education by

- building a solid foundation of theoretical knowledge and contemporary management practices;
- encouraging critical thinking, creativity, collaboration, and communication;
- featuring a faculty that is academically and professionally qualified, actively involved in research in their fields, and engaged in service to their communities and profession.

We acknowledge the complex nature of organizations and their environments by

- reflecting on the larger societal context in which businesses function;
- instilling social awareness and valuing skills;
- keeping abreast of emerging management issues and maintaining collaborative links to the business community.

We support management practice through basic research, pedagogical research, and contributions to practice. Primary emphasis is placed on scholarly publications in journals or books that contribute new knowledge.

We are committed to continuous improvement by

- establishing learning goals and monitoring learning outcomes across the curriculum;
- assessing intellectual contributions of faculty;
- seeking input from stakeholders, including students, faculty, alumni, as well as the community at large;
- monitoring the direction of the school, periodically reviewing its performance, and actively engaging in strategic planning.

ACADEMIC ADVISING

Students who have questions about what courses to take to complete their degree, general program or registration questions, should contact their advisor:

- Full-time MBA, MSA, MSM and MBA/MSF & MSF/MBA Dual Degree students: Deanna Scaramangos, GSOM Program Manager, dscaramangos@clarku.edu;
- Accelerated 5th Year, PCG, and MBA/MS-ES&P & MBA/MA-CDP, MSF, full-time MSBA and Dual Degree students: Laura Burgess, Director of Academic & Student Services, lburgess@clarku.edu;
- Part-time MBA, MSA, MSBA and MSM students: Kristine Norrman, Director of MetroWest Campus, knorrman@clarku.edu.

ACADEMIC CALENDAR

To view the Academic Calendar: <http://www2.clarku.edu/offices/registrar/index.cfm>

ACADEMIC INTEGRITY & CODE OF CONDUCT

The Graduate School of Management at Clark University maintains standards of academic conduct that have preserved integrity and excellence in institutions of higher learning over the centuries. All GSOM students are expected to adhere to all parts of Clark University's Graduate School Code of Conduct. Under these standards of conduct, all work submitted to fulfill course requirements is presumed to be the student's own, unless credit is given for the work of others in a manner prescribed by the course instructor. Cheating, plagiarizing, and falsifying data constitute violations of the Code of Conduct, as does submitting the same paper in different courses without prior approval of the instructor to do so. It is the student's responsibility to consult the faculty when in doubt whether a particular act constitutes academic misconduct.

To ensure academic integrity and safeguard students' rights, all suspected violations of the Graduate School Code of Conduct are reported to the GSOM Associate Dean, Academic & Student Services. Graduate Judicial procedures will be used to hear cases of alleged violations of the Graduate Student Code of Conduct.

Several violations of academic integrity are outlined below. If you have questions concerning academic integrity, contact the professor teaching a course and/or your academic advisor.

1. Cheating has three principal forms:
 - a. Unauthorized use of notes, text, or other aids during an examination or in performance of course assignments
 - b. Copying the work of another
 - c. Handing in the same paper for more than one course unless the faculty members involved gives their explicit permission to do so.
2. Plagiarism refers to the presentation of someone else's work as one's own, without proper citation of references and sources, whether or not the work has been previously published. Submitting work obtained from a professional term paper writer or company is plagiarism. Claims of ignorance about the rules of attribution, or of unintentional error are not a defense against a finding of plagiarism.
3. Unauthorized collaboration refers to work that students submit as their own that was arrived at through a process of collaboration without the approval of the professor. Since standards on appropriate or inappropriate collaboration may vary widely among individual faculty, students should make certain they understand a professor's expectations before collaborating on any class work.

4. Alteration or fabrication of data includes the submission or changing of data obtained by someone else or not actually obtained in the performance of an experiment or study, except where allowed by the professor. It also includes the changing of data obtained in the performance of one's research.
5. Participating in or facilitating dishonest activities includes, but is not limited to:
 - a. Stealing examinations
 - b. Forging grade reports or grade change forms, or altering academic records
 - c. Sabotaging the work of another student
 - d. Selling, lending, or otherwise distributing materials for the purpose of cheating
 - e. Forging or altering graduation clearance forms
 - f. Forging letters of recommendation
 - g. Forging signatures on any official university document

When a student is accused of violating the Academic Integrity and Code of Conduct Policy described above, the following process will be followed:

Administrative Disposition

1. Complaints will be addressed in the first instance by the Dean of the Graduate School of Management or a designee.
2. The Dean or designee will determine if judicial action is warranted based on information provided by the complainant.
3. If judicial action is warranted following that review, the Dean or designee will consult with the respondent in a Pre-Hearing interview to hear the incident from their perspective.
4. If sufficient information exists to proceed with judicial action, the Dean or designee will inform the respondent at the Pre-Hearing interview and will determine whether the student wishes to accept responsibility for the alleged violation. "Sufficient information" will be found to exist where the allegations of the complaint, if true, would constitute a violation of the Code of Student Conduct.
5. If the respondent accepts responsibility for the alleged violation, the Dean or designee will conduct an Administrative Disposition at which time the student will be asked to complete the "Acceptance/Non-Acceptance Form for an Alleged Violation of the Code of Student Conduct" (see Appendix A) by checking "I accept full responsibility for the complaint listed above. I understand that I will have an Administrative Disposition, as a continuation of this meeting, during which a sanction will be discussed. I will accept this sanction without appeal." An Administrative Disposition will be held within five business days of the student's notification of the infraction by the Dean or designee.
6. There is no appeal of an Administrative Disposition decision.

Judicial Board Procedure

A case will be forwarded to the Judicial Board under these circumstances:

1. If, after following steps 1-3 above, and given sufficient information, the student does not accept responsibility for the alleged violation. In this instance, the student will be asked to complete the "Acceptance/Non-Acceptance Form for an Alleged Violation of the Code of Student Conduct" (see Appendix A) by checking "I contest the complaint listed above. I understand that the Graduate Judicial Board will hear my case."

2. This is not a first violation.

The case will be forwarded to the Judicial Board and the procedure outlined in the university's Graduate Student Code of Conduct and Judicial Procedures will be followed.

<http://www.clarku.edu/sites/default/files/clark-university-student-handbook.pdf>

ADD/DROP POLICY

Students may add or drop courses online during the designated registration and add/drop periods as noted in the GSOM Digest and/or the academic calendar

(<http://www.clarku.edu/gsom/about/calendars/index.cfm>). Attendance at each class is imperative. Any additions to a student's schedule after the last day of add/drop will incur a \$100 late registration fee and withdrawals will be subject to the tuition refund schedule which can be found on the student accounts page <http://www2.clarku.edu/offices/business/studentaccounts/refund.cfm>. Some faculty will require permission to register for their course once the course has started, which will require a registration override from the instructor.

NOTE: To maintain data integrity and security, we will send to and accept correspondence from the Clark email account ONLY.

ADDITIONAL DEGREES & CERTIFICATES

Students apply online for each of these programs through the Graduate Admissions Office. Students should contact this office for additional information, gradadmissions@clarku.edu.

Dual Degrees

Current students who are considering enrolling in an additional degree program (dual degree) should contact the GSOM Program Manager (dscaramangos@clarku.edu) as soon as possible to review degree requirements of current and desired programs.

Management Fellows Program (Post MBA Certificate)

- Students contract to take five course units focusing in a subject area of choice.
- The academic program is individually designed with an academic advisor.
- All courses are taken for full academic credit.
- Alumni who successfully complete (cumulative GPA of at least 3.0) the program earn a Management Fellows Certificate.
- Current GSOM students who enroll in the Fellows Program will receive 50% reduced tuition for the 5 course units.

Alumni Enrichment Program

- Students may complete up to five course units without specifying an area of focus.
- Students may choose courses which address their needs.
- All courses are taken for full academic credit.
- Alumni who enroll will receive 50% reduced tuition rate for the 5 course units.

CANCELLATION OF CLASSES/MAKE-UP DATE

GSOM's day-time classes are only delayed or cancelled when the entire university cancels. When a decision is made to cancel all University classes, it includes ALL GSOM locations for the entire day/evening. Announcements are made on all major local radio stations and the Clark University homepage. Messages will also be distributed through the Clark Alerts emergency notification system (<http://www.clarku.edu/offices/campussafety/alerts/>). Class cancellations for evening classes are posted

on the GSOM website or an email is sent to students Clark email address: <http://www.clarku.edu/gsom>, by no later than 3 p.m. on the day of the cancellation.

If an instructor individually cancels a class, he/she will notify his class by emailing their Clark University email addresses.

If a class is cancelled, the professor may choose to use the scheduled make-up date (see [GSOM's Academic Calendar](#)). If a professor schedules a make-up class during another time, students cannot be required to attend in the case of a scheduling conflict, but they will be held responsible for the information covered in that class time.

CLARK ALERTS

Clark ALERTS is Clark University's emergency notification system, which contacts students, faculty, and staff through a number of methods to notify them of an urgent emergency situation. This is an automated system that uses text messages or calls to mobile and off-campus phone numbers, and emails to Clark and non-Clark addresses. **Students are strongly urged to keep their Clark ALERTS contact information up-to-date.** Instructions on how to do so and information about when the system is utilized can be found on the following page on Clark University's website: <http://www.clarku.edu/offices/campussafety/alerts/>.

CLASS ATTENDANCE

Students are expected to attend classes throughout the entire semester and should plan their travel accordingly. Instructors have the right to ask students to drop their class if they miss the first week. GSOM does not permit students to take exams early because of travel commitments. Instructors have the right to issue failing grades to students who indicate they will not be present during the last week of classes.

Student Absence Due to Religious Beliefs

According to Massachusetts state law, any student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day will be excused from that requirement. He or she will have an opportunity to make up any examination, study or work requirement missed because of such absence, provided the makeup examination or work does not create an unreasonable burden on the University. No fees will be charged by the University for making such opportunities available. No adverse or prejudicial effects will result to any students availing themselves of these provisions.

STEVENISH CAREER MANAGEMENT CENTER

The Stevenish Career Management Center (SCMC) partners with Graduate School of Management (GSOM) students and alumni, equipping them with the necessary skills and information they need to successfully navigate the career development process to prepare them for lifelong professional success.

The SCMC team recognizes that students must own the internship and job search process, but provides robust and ongoing support through the delivery of training sessions, resources, and opportunities. In addition, the SCMC team teaches students how to grow their professional network with contacts who can help them realize their professional goals.

Students who take advantage of SCMC's relevant and practical training sessions, individual advising appointments, and access to employer and alumni relationships, will benefit from best practices that they can use immediately and benefit from for a lifetime.

The Stevenish Career Management Center strongly encourages students to complete the following:

1. WRITE A PROFESSIONAL RESUME

All students should submit a resume on the GSOM Recruiter for review and approval by SCMC. A student **must have an approved resume in order to apply for internships and jobs on the GSOM Recruiter, or to register for career events, such as the employer showcase, alumni networking sessions, and other career-related activities.**

2. CAREER TRAINING

Based on the review of student application materials and their completed Career Plan and Communication Assessment given at the beginning of the first year, students are expected to participate in customized career training sessions which are delivered in classroom settings or via webinars. These trainings will cover topics such as: professional resumes, cover letters, interview skills, finding an internship or job, LinkedIn, and creating career connections.

3: INTERNSHIPS (Degree requirement for most GSOM programs)

- A. GSOM students in the MBA (including dual and ADP), MSA, and MSF (including ADP) programs are required to complete an internship as a **part of their degree requirements.** Students meeting certain criteria may request to waive the internship; please see WAIVERS section below.
- B. Information on qualifying internships is available on the GSOM Recruiter under the “Instructions for Qualifying Internships” form in the Resource Library.
- C. All internships completed within the U.S. must be reported to and approved by the SCMC prior to the start of the internship. It is highly recommended that students completing an internship abroad also provide details about their internship to the SCMC to make sure it meets the requirements. Internships are reported on the GSOM Recruiter under the “Report an Internship” tab.
A valid offer letter will contain the following: the start and end dates of the internship reflecting that it meets the 140 hours minimum requirement, and a description of the tasks and responsibilities the student will be asked to perform. We strongly recommend that the offer letter includes details about compensation. An internship will not be approved if the offer letter is missing any of this information.
- D. Internship supervisors are required to complete an evaluation of each intern hired.

Please note: International students completing an internship in the U.S. must be in touch with the International Students and Scholars Office (ISSO) regarding their internship. Those completing a paid internship must apply for Curricular Practical Training (CPT) through the ISSO prior to the start of their internship.

WAIVERS

Qualifying students may request to waive the internship requirement for one of the following reasons:

- They can demonstrate 3+ years full-time professional business work experience.
- They have accepted a full-time job offer.
- Their employer is sponsoring their degree and they plan to remain in the organization after graduation.
- They are an exchange student or Fulbright Scholar.
- They are unable to obtain an internship. (If this is the case, the student must conduct 3 professional informational interviews in lieu of the internship and submit accompanying, verifiable documentation before their degree will be issued.)

To request to waive the internship, students should complete and upload the Internship Waiver Request Form, located on the GSOM Recruiter under Resource Library.

The Informational Interview Form can be found under Resource Library and should be uploaded into the GSOM Recruiter from your home screen's Upload an Internship Waiver tab under Internship Waiver Supporting Doc.

4: EMPLOYMENT SURVEY

Data indicating GSOM students' employment after graduation **must** be reported to a variety of sources including our accreditors AACSB International, and has a profound impact on future rankings of GSOM and prospective students and alumni. Therefore, two surveys will be administered to students upon completion of the degree program, one at graduation and the second three months after graduation.

COMPUTER (TECHNOLOGY) RESOURCES

The Fishman Student Lounge and Computer Labs on the first floor of Carlson Hall are open only to GSOM graduate and undergraduate students. Students must have Clark ITS credentials to access any computer on campus.

Hours of Operation:

During the Fall and Spring Semesters

Monday – Thursday: 8:30am – 1am

Friday: 8:30am – 11pm

Saturday & Sunday: 11am – 11pm

During Semester Breaks and Summer Break:

Monday – Friday: 9am – 4:30pm (unless otherwise announced)

Carlson Hall (and therefore the lounge and computer labs) is considered a non-essential building, so it is closed when the University is closed for [holidays](#), inclement weather, and for any other reason. Students are expected to plan accordingly.

Hours of operation and computer lab closings are posted on the double doors at the entrance to the lab and are also announced in the GSOM Digest. The lab is generally staffed by graduate assistants, but questions can also be directed to Laura Burgess in room 229 or to the ITS Help Desk.

Professors may reserve rooms in the lab for their classes and students may reserve break-out rooms for preparation of group projects by contacting Laurie Kennedy Yvanauskas (lakennedy@clarku.edu) or Karen Boris (kboris@clarku.edu).

There is also a small computer lab available for use by students at the Graduate School of Management's Metro West Campus in Southborough. The lab and group breakout areas are open to students Monday - Thursday 5:00 - 9:30 p.m. during classes as well as by appointment (contact Kristine Norrman, knorrman@clarku.edu, to schedule). Both Carlson Hall and the Southborough Campus have wireless internet.

Students, as well as faculty and staff, may purchase computer hardware and software at negotiated prices on the following ITS webpage: <http://www.clarku.edu/offices/its/purchasing/>.

Carlson Hall classrooms (room 120, 128, and 231) and all Southborough Classrooms have a computer for instructional purposes. If problems should arise with these computers during the day, please call the ITS Help Desk, (508) 793-7745, or evenings Monday through Thursday 5:00-10:00 p.m. call (508) 793-7704.

Printing on Campus

Printers in the computer labs on campus are equipped with a print management system that requires students to swipe their Clark OneCard in order to print the jobs that they send to the printer from desktop computers. Details about the system and printing allowances can be found here:

<http://www.clarku.edu/offices/its/computerlabs/printingservices.cfm>.

COURSE REGISTRATION

Registration materials are posted on the GSOM website. Course schedules for the fall and spring semesters are available in July, and in April for the summer session.

Semester course schedules (Fall/Spring/Summer):

Registrar's Grid with Course Registration Numbers (CRNs):

<http://www.clarku.edu/offices/registrar/courses/index.cfm>

Registration instructions: <http://www.clarku.edu/gsom/currentstudents/registration/index.cfm>

Additional Forms: <http://www.clarku.edu/gsom/currentstudents/forms/index.cfm>

All GSOM students will be emailed a **pin number** prior to posted registration dates. If not received, contact your advisor <http://www2.clarku.edu/gsom/currentstudents/advising/index.cfm> . This pin number is required in order to register.

Students should register during posted registration dates or add/drop periods, to view any of these dates refer to the GSOM academic calendar: <http://www.clarku.edu/gsom/about/calendars/index.cfm>.

Instructors have the right to remove a student registered from a module class who does not attend the first class meeting.

It is important to note, the summer term is not considered a full semester but rather an opportunity for students to take one or two courses from an accelerated schedule. A select group of a few courses are offered each summer session; students are not guaranteed courses during this term.

TRANSFER CREDIT, AND ADMISSIONS PREREQUISITES

Transfer Credit - Students may receive transfer credit for a maximum of two graduate-level courses taken at AACSB-accredited schools **prior to enrolling** at Clark. The minimum grade for transfer credit is B and the course(s) must not have been applied to another degree program. If a course is accepted for transfer, only the credit is accepted, not the grade; transfers do not affect the GPA earned at Clark. Current students who wish to take courses at other institutions and transfer the credit to their GSOM program must petition the GSOM Associate Dean, Academic & Student Services, before enrolling in the course. Transfer credit will not be given to students who do not receive prior permission. Permission is usually granted only if a student has a major schedule conflict or it is not possible for a student to take the course within GSOM.

MSF students are expected to complete all 10 units, both the required core courses and the electives, at GSOM, and therefore cannot transfer in credit from another institution.

MSF Admissions Prerequisites - Students entering the MSF program should have completed at least one introductory undergraduate or graduate course in the following areas: Calculus, Statistics, and Economics. Students lacking one or all of these prerequisites may still be accepted into the MSF program, but will have to complete these prerequisites **prior to their first semester of study**.

COURSE AUDITING

Full-time resident graduate students* may audit one undergraduate or graduate course per semester with permission of instructor and based on course availability. Students registering for credit will be given preference during the pre-registration period; audit requests will be permitted during the add/drop period only. Faculty reserve the right to deny audit requests. Courses that are audited may not be taken again for credit except in cases where the course is repeatable for credit and the content differs. Students who audit a course are required to adhere to the instructor's attendance and participation requirements to receive a transcript designation of "AU" for the course. The audited course will not count as earned units and does not get factored into the GPA. During the final grade submission period, faculty may request to the Registrar's Office that a student not receive a transcript audit notation in cases where students do not meet the requirements of the audit.

**Non-resident and part-time graduate students may not audit courses*

COURSE EVALUATIONS

Toward the end of every course, a University Teaching Evaluation (uniform across the University) will be distributed to each student electronically through Moodle. Instructions will be provided. Clark University/GSOM does not share evaluations collected with any instructor prior to grades being posted. Students should complete the evaluations to the best of their ability. GSOM requests students complete a mid-term evaluation for any new instructor during their first semester. Again, evaluations are only shared after grades are posted. Verbal feedback may be given mid-semester based on student feedback. All evaluations are read by the associate deans as well as the dean and are taken seriously as part of GSOM's continuous improvement efforts.

CU WEB & CLARK UNIVERSITY E-MAIL ACCOUNTS

CUWeb is a comprehensive, interactive on-line website for students. CUWeb is available to all admitted and enrolled Clark University students. GSOM students have the ability to verify and view the following:

- Unofficial transcript (grades)
- Registered courses
- Financial Aid
- Emergency Contact Information
- Employment information (if working on campus)

Access is also available from the Clark University main website: www.clarku.edu. Click on the ClarkYou LOGIN option. Once logged in, the main menu is available on the left.

From this point of entry, several options are presented. **Student Services and Financial Aid** allows for several viewing options. A student may confirm his or her previous and current registration; look at their current unofficial transcript and grade report. Also, a student may view his or her student account by term or summary.

Personal Information regarding your current permanent and local residence is also available for viewing on CU Web for Student. Students may update this information at any time. This information will feed directly into our Banner database and keep your address information current. Students may also view and update Emergency Contact Information.

Clark University E-Mail Accounts

All GSOM students are required to use their Clark University E-mail account. Students may activate their account at this web address: <https://exchange.clarku.edu>. Students may choose to have all email sent to their Clark University E-mail account forwarded to a different account, as long as they plan to

use that as their primary email account. Directions on how to forward an email account can be found on the ITS website: <http://www.clarku.edu/offices/its/email/forwarding.cfm>.

All students must activate their individual Clark University E-mail account. It is the University policy that faculty as well as administration use Clark email as the ONLY means to communicate via email with current students.

DIRECTED READING

Directed reading courses are approved for special elective topics not ordinarily covered in the curriculum at the discretion of the Associate Dean of Academic & Student Services. Your advisor will have information on the steps involved in the application process for a directed reading course. To register for a directed reading course, students should:

- 1) Meet with an advisor or the Associate Dean, to verify the research topic;
- 2) Find a faculty sponsor in the appropriate area of study;
- 3) Fill out and sign (with the faculty sponsor) the “Directed Reading Form”, available here: <http://www.clarku.edu/gsom/currentstudents/forms/index.cfm>;
- 4) Submit the form to the Associate Dean (aaiello@clarku.edu) for approval and a signature;
- 5) The Associate Dean will forward the form to the Registrar’s Office for registration.

The deadline for submitting a registration for a directed research course is the same as that for regularly scheduled courses. This means that students will be charged a late registration fee if they submit their registration for a directed research after the designated periods as noted on the academic calendar: <http://www.clarku.edu/gsom/about/calendars/index.cfm>.

FERPA ACT

The Family Rights and Privacy Act of 1974 guarantees that the academic records for students over 18 years old cannot be discussed with anyone except the student or authorized University personnel. However, certain information classified as “Directory Information” is available for public consumption unless the student specifically directs that it be withheld. Public Directory Information as defined by the act includes: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent educational institution attended. If you have any questions about students’ right to privacy or if you wish to withhold directory information, please inquire at the Registrar’s Office on the 2nd floor of 18 Downing Street. See the full policy on the Registrar’s website: <http://www.clarku.edu/offices/registrar/ferpa/policy.cfm>

GENERAL GRADUATION REQUIREMENTS

Students are expected to complete their degree requirements within six years of the initial date of enrollment. The minimum grade point average required for graduation is 3.0 (B). MBA students must complete a minimum of eight units and MSA and MSF students must complete six units at Clark to meet the residency requirement. **All full-time GSOM students are also required to complete the Stevenish Career Management Center degree requirements prior to graduation**, unless they are waived from this requirement (see the Stevenish Career Management section).

A full-time student is defined as an individual registered for at least three full units during the fall and/or spring semester. Full-time status during the summer semester is an individual registered for a minimum of two units.

There are individual requirements within each field of study at GSOM (view curriculum checklists by choosing the program on the following page on the GSOM website:

<http://www.clarku.edu/gsom/currentstudents/advising/index.cfm>).

- MBA: A total of 15.5 units or 17 total for students enrolled prior to Fall 2016. Three to four elective units must be in an approved concentration (Accounting, Finance, General Management, Information Management & Business Analytics, Marketing, Social Change, or Sustainability). Students may opt to take electives in any category, their default concentration will be management.
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- MSBA: A total of 11 units are required.
- MBA with Expanded Accounting Concentration: A total of 17.5 units (11.5 required core courses, 6 specified accounting electives).
- MSA: A total of 10 units in addition to the MSA admissions prerequisites.
- MSF: A total of 10 units in addition to the MSF admissions prerequisites (8 required units in finance; 2 elective units chosen from accounting, finance, or approved MBA electives).
- Dual MBA/MSF, MSF/MBA or MBA/MSA degree students should make an appointment with Deanna Scaramangos (dscaramangos@clarku.edu) to review the required curriculums.
- Dual MBA/MA-CDP and MBA/MS-ES&P degree students should make an appointment with Laura Burgess (lburgess@clarku.edu) to review the required curriculums.

Students are advised to begin their program by taking core courses during their first semester, then work toward completion of electives and remaining core courses. Students must fulfill prerequisite requirements before enrolling in upper-level courses. Prerequisites are fulfilled by taking the designated course(s) or by waiver. Please check GSOM's website for course descriptions and prerequisites:

<http://www.clarku.edu/gsom/currentstudents/courses/index.cfm>.

Students may attend Commencement ceremonies if they have **1 unit** remaining, provided they are registered for the remaining unit over the summer semester following Commencement. Students should contact their advisors about this at the beginning of the spring semester.

Application for Degree: Students who approach their final semester should complete the Application for Degree form, located in CUWeb, when announced by the Registrar's office. Failure to submit this online form could postpone award of degree. Watch for the email from the Registrar's office.

Honor Society – Beta Gamma Sigma

Beta Gamma Sigma (BGS) is an international honor society of students and scholars from business programs accredited by the AACSB International. Every year, Clark GSOM celebrates the academic achievement of its top performing students with an induction ceremony and reception. Every GSOM MBA, MSF, MSBA or MSA student who has finished their degree requirements is considered. The deadline for determination of who will meet the criteria is in the spring semester when Module A grades are posted. At this time, a list of students is compiled who meet all of the following criteria:

- Are in the final semester of their degree program (or finished in the previous fall semester or summer),
- Are registered for all their remaining courses,

- Are in good financial standing (zero account balance),
- Have cumulative GPA's in the top 20% for MBA, MSA, MSBA or MSF degree programs (separately) or the top 10% for the undergraduate management major.

These students will be invited to join BGS. Students who are invited will **NOT** have any incomplete grades and will have fulfilled all of the degree requirements for their program by the end of the semester. This includes providing proof that the student has either completed or is in the process of completing the Career Services requirements for his degree.

GLOBAL BUSINESS SEMINAR

The Global Business Seminar is typically a one-unit course in the spring semester combining a series of Saturday classes with a trip to a selected country to gain an overview of business practices. The trip to the country takes place shortly after the end of the spring semester. The most recent trips have been to Norway (2016), Korea (2015) Netherlands (2014), Hong Kong (2013), Greece, (2012), Argentina (2011), Germany (2010), and China (2009). The GBS requires an unusual financial commitment from students, who must pay not only the one-unit course tuition, but also the course fee, airfare, and miscellaneous trip expenses, if any. (Miscellaneous trip expenses include visa expense, if a visa is required.) The cost of the course fee varies by semester and country being visited and has typically ranged from \$1,800 to \$2,200. Students do need to pay their own airfare which also widely varies based on the location of the trip.

The course fee covers all the costs of travel within the selected country and the costs of lodging, visits to businesses, and excursions to historic or cultural sites. The course fee does not cover transoceanic travel to the selected country, for which the students pay their own airfare independently, nor does it cover miscellaneous trip expenses.

For a GBS offered in the spring semester, the course fee as well as the tuition must be paid in full at the usual time, by the Friday of the first week of classes. The course fee cannot be refunded after January 31. GSOM will not bear any responsibility for the financial implications of a student's withdrawal from the GBS, and will not refund the course fee or the airfare to a student who for any reason cannot take the trip to the selected country.

GRADING SYSTEM

Letter grades are used in performance evaluation as follows:

A+ Exceptional (4.3)

A Outstanding (4.0)

A- Excellent (3.7)

B+ Very Good (3.3)

B Good (3.0)

B- Needs improvement (2.7)

C+ Needs improvement (2.3)

C Marginal Pass (2.0)

F Failing (0.0)

I Incomplete: An incomplete is given at the discretion of the instructor when circumstances beyond the student's control prevent him or her from meeting specific out-of-class requirements after the last day to withdraw. Only the instructor of the course may assign an incomplete. Students have a maximum of sixty days from the date of the last class meeting to make up outstanding coursework and receive a grade. An incomplete course will convert to failure if the outstanding work is not completed within the specified sixty days. A student should be in good academic standing. Exceptions may be granted at the request of the faculty member and with the approval of the GSOM Associate Dean, Academic & Student Services.

W **Withdraw:** Indicates that the student withdrew from the course. Withdrawal requests must be submitted in writing to the Registrar's Office (registrar@clarku.edu or at 155 Woodland Street), prior to the deadline. (See academic calendar) For additional instructions, see the Withdraw from Courses/Program section.

Grades are viewed on CU Web: https://prodssb.clarku.edu/pls/prod/twbkwbis.P_WWWLogin (details in the CUWeb section). Students will receive an email from the Registrar's Office notifying them when grades have been posted.

There is no C- grade. A grade of F remains on transcript forever, retaking the course will result in a second grade being issued, it does not replace the first grade.

Dual MBA/MS in ES&P or Dual MBA/MA in CDP – IDCE awards C+ and C grades (viewable on a transcript), but does not consider them passing grades for credit. If a dual degree student receives a C+ or C in an IDCE course, they will not receive credit for that course and must make it up.

Grading is a private matter between students and faculty. Therefore, GSOM office staff does not release grades to students either over the phone or in person. Grades are not released to students who have outstanding balances on their accounts.

Students can print an unofficial transcript for submission for company reimbursement. If a more detailed letter from GSOM is required, students can contact their academic advisor. Official transcripts can be requested through CUWeb. Additional information on how to do so can be found here: <http://www.clarku.edu/offices/registrar/academic-services/transcript-request.cfm>.

Grade Changes

Grade changes after a semester has ended must be submitted by the instructor.

IMMUNIZATION REQUIREMENTS & HEALTH INSURANCE

Immunization Requirement

According to Massachusetts state law, all new full-time students and part-time students born outside the U.S. must submit an immunization form prior to the start of their FIRST semester at GSOM. **Students who fail to submit a completed immunization form 30 days from the first day of their first semester will not be allowed to attend classes.** More details regarding Clark University's immunization policy can be found here: <http://www.clarku.edu/offices/health/vaccinationpolicy.cfm>. Questions should be directed to Health Services at 508-793-7467.

Health Insurance Requirement

For all insurance information: http://www.universityhealthplans.com/letters/letter.cgi?school_id=18.
Enrollment form: https://www.universityhealthplans.com/secure/enrollment.cgi?school_id=18
Waiver form: https://www.universityhealthplans.com/secure/waiver.cgi?school_id=18

Also according to Massachusetts state law, all full-time students (registered for at least three units in the fall and/or spring semesters) and all three-quarter time students (registered for 1.75-2.75 units in the fall and/or spring semester) must either a) enroll in Clark University's student health insurance plan or b) provide proof of coverage by a private insurer for each year of attendance. **The enrollment form or waiver form must be completed by all students registered for 1.75 units or more.**

Students registered for 1.75 units or more who have not completed the health insurance waiver form will automatically be billed for and enrolled in Clark's student health insurance plan in order for the University to be in compliance with state law.

Part-time students registered for 1.75 units or more will automatically be billed for and enrolled in the student health insurance plan unless they complete the waiver form.

Full-time student registered for less than 1.75 units in the fall semester will not automatically be enrolled in student health insurance and must contact their Student Accounts Counselor to re-enroll in the health insurance plan.

Fall-only Health Insurance

Students who are graduating at the end of the fall semester can opt for health insurance coverage for the fall semester only. In order to enroll in a half year of insurance, students will need to have completed the Application for Degree in CUWeb and will then need to contact Student Accounts (saccounts@clarku.edu) to request fall only health insurance.

GRADUATE ASSISTANT POSITIONS (ON-CAMPUS EMPLOYMENT WITHIN GSOM)

All full-time GSOM students (taking 3 units or more) are able to apply for graduate assistant (GA) positions within the department, as long as they are in good standing (with a minimum 3.0 cumulative GPA and a zero balance on their student account). Fifth-year juniors and seniors and dual degree students are able to apply. A decision on an exception to any position is left to the Associate Dean of Academic & Student Services.

Positions are assigned for one semester only. Students are hired on an hourly basis at a pay rate of \$12 per hour, unless otherwise specified.

A graduate assistant is considered an “employee at will” and can be dismissed from a position after it is offered should the employer decide; however, this only typically happens if:

- It is offered before grades have been posted for the previous semester and the minimum GPA requirement has not been maintained by the student;
- There are irreconcilable differences between the supervisor and the student (e.g., work isn’t done in accordance with expectations; a disharmonious working relationship, etc.).

Students can apply for and receive more than one GA assignment, but are responsible for balancing the hours as required. International students can work up to 20 hours per week during the semester and up to 40 hours per week during breaks.

Students will be hired to work no more than the total amount of hours per semester as specified in their offer letter and should expect to work a consistent amount of hours per week unless otherwise specified in the posting for the position.

Students re-applying or interested in working in the same position for the next semester should consult with their supervisor (some exceptions on the 3 unit status requirement may be approved by the Associate Dean if a student has served in the same position for multiple semesters).

Student employment at Clark - University Policies:

Please note: Due to a University policy, all employees, including students, must have a bank account that will allow the direct deposit of paychecks. Any student who receives an offer letter for a posted position must show proof of this before his or her work authorization can be completed.

Students complete an electronic timesheet on a bi-weekly basis which is approved by their supervisor or a proxy who has been granted permission. Students are paid the Friday of the week that their timesheets are due. Timesheets must be submitted by students **and** approved by their supervisor by 12pm sharp

every other Monday. If a timesheet isn't submitted and approved by that deadline, the student must contact his/her supervisor to sign off on a hard-copy timesheet, which will not be processed until the next pay period. Submitting hard-copy timesheets is discouraged as much as possible.

LEAVE OF ABSENCE

Current students, upon written notice to their advisor, may request a leave of absence for a maximum of two semesters or up to one full year. Students will be withdrawn after two semesters on leave based on Title IV regulations. A leave of absence may be granted for a number of reasons relating to work, health, travel, or personal development. Students who do not register for classes in the semester following the leave of absence will be withdrawn from GSOM and must reapply for admission. The leave of absence form can be found on the GSOM website on the following page:

<http://www.clarku.edu/gsom/currentstudents/forms/index.cfm>.

LOCATION OF COURSES

The classroom location for day and evening courses in Worcester will be posted in Carlson Hall in the case between the first floor foyer doors and the case on the wall near the reception office on the second floor. Most day classes will be held in Carlson Hall, in rooms 120, 128, and 231. Room assignments at the MetroWest Campus in Southborough will be posted on the bulletin board inside the building and/or on the lobby television.

<http://www2.clarku.edu/gsom/currentstudents/southborough.cfm>

MAIL SERVICES (FULL-TIME STUDENTS)

All full-time graduate students attending at Clark's main campus, including GSOM and COPACE graduate students, have been assigned a campus mailbox at the Higgins University Center. If a student has been assigned an undergraduate mailbox number previously, that address is no longer valid.

For those who are familiar with the undergraduate mailbox system or were in on-campus housing as a graduate student, please note that this system is slightly different. Most importantly, graduate students will not have a mailbox with a key. Rather, mail will be secured in the mailroom and available at the mailroom window during the mailroom's hours of operation. Students must bring a photo ID with them to pick up their mail so the mailroom staff can ensure accurate delivery. They will not provide mail to someone who is not the "owner" of the mailbox. It is important to also note the first two weeks of each semester are particularly busy for the mailroom. For more information on mailroom policies and hours, please visit: <http://www.clarku.edu/offices/physicalplant/departments/mailroom.cfm>.

To find out what your mailbox number is, follow these steps:

- Login to the ClarkYou portal: <http://you.clarku.edu>
- Click on Main Menu (under CU Web)
- Click on Biographical Information
- Click on View Address(es) and Phone(s)
- Look for Campus Address

Mail from outside sources (friends, family, banks, and so on) should be addressed as follows:

Student Name
Box #
Clark University
950 Main Street
Worcester, MA 01610-1477

The words “GSOM,” “Graduate School of Management,” “MBA Program,” and so on should NOT be used as part of your campus mailing address for outside correspondence. All mail that is addressed to students in care of the Graduate School of Management department will be returned to sender.

MOODLE

Moodle is Clark University’s online learning community which is utilized by professors for posting syllabi, class policies, and course materials, and can also be used for news and discussion forums. GSOM professors have the choice to use Moodle to whatever capacity they desire; some may choose to use it extensively, and some may not use it at all. If a professor makes the syllabus for his class public, it can be viewed by all students who have access to Moodle. Moodle can be accessed by logging into the ClarkYou portal (<https://moodle.clarku.edu/>).

NON-SMOKING POLICY

The Clark campus is a smoke-free workplace. No smoking of any type is permitted inside any non-residential campus building. Smoking outdoors is permitted only if done at least **twenty feet** from an entrance or exit.

PETITIONING TO CHANGE DEGREE PROGRAMS

In order to change degree programs, a student must follow several steps. These steps include being reevaluated by the Graduate Admissions Office by the admissions criteria for the desired degree program, meeting with an Associate Director of the Stevenish Career Management Center to determine if the desired degree is in line with the student’s career goals, and meeting with the Associate Dean of Academic & Student Services for a final review of the student’s academic background and fit with the desired degree program. Detailed instructions about each step can be found on the Petition to Change Degree Programs form: <http://www.clarku.edu/gsom/currentstudents/forms/index.cfm/>

The deadline for ALL steps to be completed and have the change go into effect is the first Friday of a semester. If all the steps are not completed by that date, then the program change will not go into effect until the following semester.

REVIEW OF GRADUATE STANDING – ACADEMIC PROBATION

The academic record for each student is reviewed after each semester. Good standing indicates that a student’s cumulative grade point average is at least 3.0 (B). While the grade of C earned in a GSOM course is a passing grade, a cumulative average of B is required for graduation. A cumulative grade point average below 3.0 is considered inadequate academic performance, and students are placed on academic probation if their cumulative GPA falls below it. Students below the 3.0 cumulative GPA receive an academic standing notice that outlines the expectations for them for the following semester. Students who do not fulfill the expectations outlined in their academic warning notice may be academically dismissed from GSOM.

Academic Dismissal

A student may be academically dismissed from their program if they have a cumulative GPA that is below the minimum requirement to graduate (3.0) and it is very unlikely that the student can achieve the minimum GPA by the time they complete the remaining units of their program. Once a student is academically dismissed, the dismissal cannot be rescinded for a student to choose to voluntarily withdrawal instead. If a student is academically dismissed from their program within GSOM, they will not be readmitted to their program and will not be considered for any other GSOM degree program.

SAFETY AND SECURITY

The Clark campus is protected around the clock by its own police force. The University Police Office is located on the ground level of Bullock Hall and the emergency telephone number is ext. 7575 on campus and (508) 793-7575 off-campus. Emergency phones are located in yellow or maroon-colored boxes. To operate these phones, just open the metal door, push the red button, and the phone will automatically connect to University Police dispatch. These phones are not restricted to emergency use only; use them to report incidents, suspicious people, or to ask for assistance or an escort. Emergency phones are located outside all residence halls, outside of the University Center, on the 2nd level of the parking garage, near the admissions house in the Maywood Street parking lot, at the athletic field, the Downing Street School, and the rear of the Downing Street parking lot.

SCHOLARSHIPS

To maintain scholarship and/or assistantship awards granted by the Graduate Admissions Office, MBA, MSA, dual MBA/MSA, dual MSA/MBA, dual MBA/MSF, dual MBA/MA in CDP, and MBA/MS in ES&P students must maintain at least a 3.2 cumulative GPA. These students should refer to their Admissions scholarship letter for specific information. Scholarships are awarded at the time of admission, not once a student has enrolled.

MSF and dual MSF/MBA students must achieve a 2.75 cumulative GPA or higher in their first semester and a 3.0 cumulative GPA or higher for all future semesters.

SOUTHBOROUGH CAMPUS SHUTTLE

A shuttle bus leaves for the GSOM MetroWest Campus in Southborough from Maywood Street promptly at 5:00 p.m. Monday through Thursday. The shuttle leaves Southborough at 9:15 p.m. (no earlier) to return to Clark's Worcester Campus. **Please note, bus service to and from Southborough is not available for the summer semester; it is up to students to arrange their own transportation.**

STUDENT/FACULTY COMMUNICATION

Instructors are asked to list on their course syllabus each semester how they prefer students to contact them (phone, fax, e-mail and so on). Please refer to the information listed on the syllabus when trying to get in touch with your instructor. GSOM office staff is not allowed to release contact information that is not listed on the syllabus.

STUDENT COUNCIL AND CLUBS

The GSOM Student Council (GSOM-SC) provides GSOM students with social, academic, and professional growth opportunities. Through informal gatherings, intramural events, seminars with faculty and outside guest speakers, GSOM-SC and clubs seek to foster a sense of unity among full- and part-time students, also helping participants relate theory and concepts to practice. All GSOM students are encouraged to participate. Activities include career forums, networking, new student orientation, field trips, holiday parties, and end-of-the-year banquet.

Information about GSOM-SC and the other student clubs (Clark Women in Business, GSOM Finance Association, and Clark University's Net Impact Chapter) can be found on GSOM's website:

<http://www.clarku.edu/gsom/community/studentorganizations.cfm>.

STUDENT RESOURCES

Students are encouraged to visit [GSOM's Student Resources](#) webpage to find information about many of the services offered on campus, from Dining Services, to the Goddard Library, to the Kneller Athletic Center, and more.

TUITION PAYMENTS

Detailed information about methods of payments and how to complete each can be found here: <http://www.clarku.edu/offices/business/studentaccounts/billing.cfm>. Students are advised to plan accordingly, especially if they must open bank accounts, make wire transfers, or arrange financial aid.

Please contact your Student Accounts Counselor with any questions or if there are any special circumstances regarding your payment. Student Account Counselors are assigned alphabetically by last (family) name: <http://www.clarku.edu/offices/business/studentaccounts/index.cfm>. The Student Accounts Team is located on the 2nd floor of the 153 Woodland Street building on campus.

Clark University offers a flexible payment plan to Graduate Students. Please refer to <http://www.clarku.afford.com> for details on the plan and how to enroll. Select appropriate term and then "Graduate Students Only Plan" when visiting the site. Any questions can once again be directed to your Student Account Counselor.

It is expected that students check their CU e-mail inboxes and the GSOM Digest regularly for communications regarding GSOM student accounts. As fall semester bills are due during the summer, students **MUST** be checking their email, regardless of where they are. If students have difficulty accessing their Clark email, it is recommended that they forward their email to whichever other account they use regularly. Instructions on how to do so can be found here: <http://www.clarku.edu/offices/its/email/forwarding.cfm>.

GSOM reserves the right to withdraw students from class if their balance is not paid in full. A late payment fee in the amount of \$100 will be assessed as well as interest charged at the rate of 1 percent per month (12.7% APR) on all past due balances (including tuition deposit). If a student fails to fulfill his or her financial obligations and their account is referred to a collection agency, all fees are the responsibility of the student. All full-time students will be assessed a one-time student service fee.

Refund address

Students who are due a refund should log into CU Web https://prodssb.clarku.edu/pls/prod/twbkwbis.P_WWWLogin, click on personal information tab, select update addresses and phones, select refund address from the drop down menu at the bottom of the page, click on submit, enter the refund address - Note: "valid from this date" is a require field and then click submit.

Direct deposit of refunds

Starting in the 2015-2016 academic year, students have the option of using direct deposit for their contingency deposit refund. Students should complete the [Student Direct Deposit Authorization Form](#) and submit it to Student Accounts at saccounts@clarku.edu.

GSOM students taking courses in other departments at Clark pay the GSOM tuition rate.

UNIVERSITY POLICY ON USE OF PHOTOGRAPHY AND VIDEOGRAPHY OF STUDENTS

Clark University and its representatives reserve the right to take and use photographs as well as record video and audio of students for the University's print and electronic publications. This serves as a public notice of the University's intent to do so and as a release to the University of permission to use such images in any form or medium and audio recordings in any medium as it deems fit in the promotion and publication of information regarding Clark University.

WITHDRAWAL FROM A COURSE

A student may withdraw from a course at any time during the [add/drop period](#) without having a W recorded on his or her transcript. After the add/drop period ends, students may withdraw from courses until the date specified on the [Interactive Academic Calendar](#) on the Registrar's website in any given semester by completing a [Course Withdrawal form](#) on the Registrar's website. Students should review the published [refund schedule](#) prior to submitting their form:

In cases of course withdrawals, a final grade of a W will be recorded; the W grade will not be calculated into the GPA and no credit will be awarded toward earned units. Students compelled to withdraw from a course due to exceptional circumstances (e.g., serious illness) may petition the GSOM Associate Dean, Academic & Student Services, for a withdrawal with reason (WR) grade; the WR grade will not be calculated into the GPA and no credit will be awarded toward earned units.

Choosing not to attend class does not constitute a formal withdrawal from a course and will result in a failing grade for that course.

WITHDRAWAL FROM A PROGRAM

Voluntary - Students can voluntarily withdraw from a program by completing a withdrawal form <http://www.clarku.edu/gsom/currentstudents/forms/index.cfm>. If a student withdraws after the add/drop period, they are subject to the refund schedule.

Required – Students may be required to withdraw from the University due to failure to maintain satisfactory academic progress, for financial reasons, failure to register (failure to take a formal leave of absence and/or failure to register for three consecutive semesters), or for failure to adhere to University rules and regulations. Students who are required to withdraw from the University may not be eligible for reinstatement and in some cases may not be eligible for a refund.

Re-admittance

A student in good academic standing may submit a letter stating why he should be considered for re-admittance into a program to the GSOM Associate Dean, Academic & Student Services. If a student is re-admitted, he will enter the program under the current degree requirements. If these have changed since a student withdrew or was withdrawn, he must complete the new degree requirements once re-admitted.