

***Lewis & Clark College Athletics***  
***Student-Athlete Handbook***  
***2023-2024***

**Department of Athletics Mission and Values**

**Mission**

The Lewis & Clark Department of Physical Education and Athletics supports and complements the college's commitment to student exploration and discovery through a liberal arts education. The department is dedicated to developing and educating students through high-quality experiential learning opportunities in Physical Education, wellness and varsity athletics.

**Core Departmental Values**

**Integrity.** A commitment to always act in the best interest of our students, the department and institution. The department will demonstrate the values of honesty, support and professionalism.

**Education.** Develop success through developing people. Coaches are educators committed to developing their student-athletes by teaching lifelong positive habits, leadership skills, accountability and teamwork all through the experiences of competitive sport.

**Inclusion.** Intentionally fostering a department that is welcoming of all individuals and educating on the importance of diversity in achieving success on and off the playing field.

**Integration.** Encourage the pursuit of excellence and full participation in all aspects of the Lewis & Clark experience.

**Competition.** Provide a competitive varsity athletic experience for student-athletes whose aspirations to excel in the classroom are closely matched to their goals in athletics.

**Equality.** To allow each student-athlete to reach his/her potential, the department will provide all student-athletes with equitable access to high-quality facilities, coaching, and appropriate opportunities to compete.

**Community.** Through a fully-integrated, high-quality athletics program, the department will inspire a sense of family and pride throughout the campus community.

## ***BUILDING CHAMPIONS***

### *Classroom / Competition / Character / Community*

At Lewis & Clark, we recognize and value the educational experiences that come from competing in varsity athletics. All of our student-athletes are learning valuable life lessons such as teamwork, discipline, perseverance, and leadership that they will use in the classroom and carry forward into their lives after graduation.

Our goal is for all 21 of our programs to experience success and be a well-respected athletic department within the Northwest Conference. To that end, we have developed a comprehensive statement that articulates a shared vision, goals and expectations for Pioneer Athletics.

Building ChamPIOns is the **Classroom**: This is intentionally placed first. Students choosing to attend Lewis & Clark College seek the distinguished liberal arts education, including those who compete in intercollegiate athletics.

Building ChamPIOns in **Competition**: Students are committed to putting in the hard work at practice and expect to see success in the win/loss record. Equally, it means that we are representing our teammates, coaches and fellow Pioneers in a positive way through actions and sportsmanship in competition.

Building ChamPIOns in **Character**: When our student-athletes are not competing or practicing, they are representing themselves, their team and Lewis & Clark in a positive way.

Building ChamPIOns in the **Community**: Lewis & Clark Athletics values inclusion, intentionally fostering a department that is welcoming to all individuals, and we need to be intentional about creating a community that lives up to those values. This includes all aspects of the Lewis & Clark community to include alumni and parents.

## ***Department of Athletics Administration***

Mark Pietrok - Director of Athletics & Physical Education;  
[pietrok@lclark.edu](mailto:pietrok@lclark.edu); 503-768-7065

Sharon Sexton - Associate Director of Physical Education & Athletics/SWA;  
[sextons@lclark.edu](mailto:sextons@lclark.edu); 503-768-7073

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Jeremy Loew - Head Athletic Trainer;  
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Brandon Walcott-Ayers - Assistant Athletic Trainer;  
[walcott-ayers@lclark.edu](mailto:walcott-ayers@lclark.edu); 503-768-7032

Gina Parisi - Assistant Athletic Trainer;  
[glparisi@lclark.edu](mailto:glparisi@lclark.edu); 503-768-7022

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[bentley@lclark.edu](mailto:bentley@lclark.edu); 503-768-7579

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[dede@lclark.edu](mailto:dede@lclark.edu); 503-768-7445

### **Northwest Conference**

Kim Wenger - Commissioner;  
[wenger@pacificu.edu](mailto:wenger@pacificu.edu); 503-352-7262

Abby Jarvis - Assistant Commissioner;  
[aajarvis@pacificu.edu](mailto:aajarvis@pacificu.edu); 503-352-7399

# **Department of Athletics Policies, Procedures & Expectations**

## **Academic Integrity**

All student-athletes are expected to follow the Lewis & Clark College Academic Integrity Policy. All sources, written, oral, or otherwise, should be properly cited. Acts of academic dishonesty are contrary to the mission of the College and constitute a serious breach of trust among community members. Acts of academic dishonesty involve the use or attempted use of any method or technique enabling a student to misrepresent the quality or integrity of their academic work. This may include, but is not limited to: academic dishonesty with respect to examinations, academic dishonesty with respect to written or other types of assignments, and academic dishonesty with respect to intellectual property. For the complete policy visit [Academic Integrity Policy](#).

## **Academic Eligibility**

Student-athletes will be eligible for full intercollegiate participation if the following conditions are met:

- Full-time enrollment, not less than 12 credit hours (unless exempt)
- Must be in Good Academic Standing
- You have not been enrolled full-time for more than 10 total semesters at any institution.

## **Athletic Eligibility**

In addition to meeting academic eligibility requirements there are a number of things student-athletes must do each year to be cleared for practice and/or competition:

- Attend a yearly athletic eligibility meeting.
- Complete all necessary NCAA and Institutional paperwork.
- Be cleared medically by the Sports Medicine staff.
- Be in good standing from an institutional conduct standpoint.

## **Class Attendance**

Student-athletes are expected to attend classes regularly. Student-athletes are not permitted to miss class for practice or team-related activities. Additionally, student-athletes are not automatically excused from class attendance for athletic contests. Faculty members will distribute their specific course attendance policies as a part of the course syllabus. It is the responsibility of the student-athlete to be aware of and adhere to the attendance policies of each class. If students have academic concerns regarding attendance they should meet with their head coach to discuss concerns. If necessary the head coach can work with the athletic administration and/or FAR's to assist with any resolutions.

## **Discrimination, Harassment, and Hate- or Bias- Motivated Conduct**

Lewis & Clark College prohibits harassment of all kinds, discrimination, and hate or bias motivated conduct that is based on any of the characteristics set forth below.

Characteristics:

1. Color, race, ethnicity, national origin, ancestry or citizenship status;
2. Age, physical or mental disability, medical condition, socioeconomic status or veteran status;
3. Sex, sexual orientation, gender identity or gender;
4. Religious belief or practice, marital status or domestic partner status;
5. Any other characteristic protected by applicable local, state or federal law.
  - [For the complete policy](#)
  - [To report a concern](#)

## **Dual-Sport Student-Athletes**

Lewis & Clark Athletics supports and encourages dual-sport athletes. The health and safety of all of our student-athletes is our top priority. Adequate rest and recovery is of utmost importance for safety and is a necessity for high-level academic and athletic performances. As a result, dual-sport athletes may only practice 1-time per day and must take the day off declared by the team that is in the championship season.

## **Equipment, Laundry and Locker Rooms**

Student-athletes are responsible for all equipment and clothing issued to them. Laundry loops will be available for each student-athlete. No personal items may be placed on your laundry loop. Failure to comply will result in loss of laundry privileges. If for any reason you are no longer participating with your athletic team, all items issued for travel/practice/competition must be turned in. Failure to return items will result in a charge to your student account. Lockers must be kept clean and in order. No food or beverage containers should be left in the lockers or locker rooms.

## **Hazing**

Hazing is any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited. Lewis & Clark College strictly prohibits hazing and if found responsible the student(s) may be subject to disciplinary suspension or dismissal from the College. For the complete policy visit [Hazing Policy](#).

## **Inclusion of Transgender Student-Athletes**

Lewis & Clark College and the Department of Physical Education and Athletics prohibits discrimination on the basis of gender identity and gender expression. In accordance with the principles of equity and inclusion, Lewis & Clark Athletics maintains the following policies to facilitate and encourage the participation of transgender students, staff, faculty, and visitors. For the complete policy visit [Inclusion of Transgender Student-Athletes Policy](#) on the Lewis & Clark College website.

## **Lewis & Clark College - Student Code of Conduct**

All student-athletes shall adhere to the Student Code of Conduct. The Student Code of Conduct at Lewis & Clark College establishes clear expectations of behavior that foster academic and communal integrity. Joining this community obliges each member to observe the following principles:

- mutual respect
- civil discourse
- responsible decision-making
- personal accountability

Through adherence to these principles, members of the community expand their perspectives beyond themselves. They are supported as they test boundaries with educationally reflective opportunities to practice self-advocacy and personal responsibility. To view the complete policy visit [Lewis & Clark Student Code of Conduct](#) on the Lewis & Clark College website.

## **NCAA Division III Student-Athlete Statement of Good Disciplinary Standing**

Lewis & Clark College ("L&C") is committed to sexual violence prevention and is required by the NCAA to use due diligence to gather pertinent information regarding the prior conduct of all incoming, continuing and transfer student-athletes who seek to participate in intercollegiate athletics. This expectation is in accordance with the [NCAA Board of Governors Policy on Campus Sexual Violence](#) and [Lewis & Clark's Process for Sexual Violence Disclosure](#).

All student-athletes representing L&C will complete an annual disclosure related to their past conduct. The disclosure is limited to (a) conduct that resulted in the imposition of discipline as the result of a Title IX proceeding at another institution and/or (b) conduct that resulted in a criminal conviction for sexual, interpersonal or other acts of violence, as those terms are more fully defined below. In addition, transfer student-athletes must disclose whether a Title IX proceeding at a prior institution was incomplete at the time of transfer. Student-athletes will provide the name of the institution or agency that conducted the Title IX proceeding or criminal prosecution.

## **NCAA Sports Wagering Policy**

Student-athletes shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any types of sports wagering activities concerning intercollegiate, amateur or professional athletics competition. Examples of activities to avoid include but are not limited to:

- Placing bets on Fantasy Leagues
- Placing bets on March Madness Brackets
- Sharing information about you or your team that could be used for sports wagering purposes.
- For more information on Sports Wagering visit [NCAA Sports Wagering](#) on the NCAA website.

### **Overnight Host**

All student-athletes who assist in recruiting must abide by the following:

- Student-athlete hosts are responsible for reviewing NCAA rules and Lewis & Clark College's athletic recruiting policies prior to hosting a prospective student-athlete.
- Student-athletes hosts will be aware of the prospect's whereabouts throughout the visit.
- Student-athlete host will contact the head coach (or designated assistant coach) immediately should any incident, question, or concern arise with the prospect.
- Student-athlete host or any member of the team is not permitted to serve or supply alcohol or other drugs to a recruit during his/her visit.
- Student-athlete host will not coerce, or force any prospect to do anything against his or her own will.
- Entertainment of prospect is limited to on campus activities, or within a 30 mile radius of campus on an official visit
- If, for any reason, you fail to adhere to any of the policies outlined above, you are subject to immediate suspension and/or release from your sport roster.

### **Sexual Misconduct Resources and Support Policy**

All forms of sexual or gender-based harassment, discrimination or misconduct, including non-consensual sexual contact, non-consensual sexual penetration, sexual exploitation, intimate partner violence, and stalking are prohibited conduct at Lewis & Clark. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a grievance procedure is also a violation of this policy. Misconduct of this nature is contrary to Lewis & Clark's institutional values, is a violation of College policy, and is prohibited by state and federal law. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion and/or termination of employment.

The policy applies to all Lewis & Clark community members, including students, faculty, administrators, staff, volunteers, vendors, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the College or on College property. For the complete policy visit [Sexual Misconduct Resources and Support Policy](#)

### **Sportsmanship and Ethical Conduct**

The NCAA and Lewis & Clark College encourage and promote sportsmanship by student-athletes, coaches, and spectators. Profanity, racial or ethnic comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated.

## **Social Media**

The Department of Athletics understands the popularity and usefulness of social networking sites and supports their use. The College and the Athletics Department does not place any restrictions on the use of these sites by student-athletes. We remind you that as a member of the Lewis & Clark Intercollegiate Athletics Department, you are a representative of the college and always in the public eye. Student-athletes should not post anything that may embarrass themselves, their team, or the College, such as:

- Offensive or inappropriate pictures/videos
- Offensive or inappropriate comments

The College, including coaches and administrators, has the right to monitor these websites. Any student-athlete could face discipline and even dismissal for any violation of law or of NCAA, College, or Department of Athletics' Policy (e.g., the College's Code of Conduct & College Policies and/or College Policies & Prohibited Conduct) or evidence of such violation in your online content is subject to investigation and sanction by the Department of Athletics, the College, the NCAA, and/or law enforcement agencies. For the complete policy, read [Lewis & Clark Dept. of PE/Athletics Social Media Policy](#) on the Lewis & Clark College Athletics Department Official Website.

## **Team and Student-Athlete Travel Conduct**

As representatives of Lewis & Clark College, all coaches, players, managers, and athletic trainers are expected to conduct themselves in a respectable and positive manner at all times. Coaches must ensure that team conduct will reflect favorably upon the college. The possession or consumption of alcohol or other drugs is not permitted on trips from the time of departure until the team returns to campus and is dismissed. Student-athletes are expected to adhere to additional team rules regarding travel.

## **Team Policies and Expectations**

Participation in intercollegiate athletics at Lewis & Clark College is a privilege. Student-athletes are minimally expected to follow all team rules and expectations as established by their head coach/coaching staff and approved by the Athletic Director. Student-athletes must be aware of the responsibility and the visibility that comes with representing the College. As such, student-athletes know they are held to a higher standard of conduct than the other students on campus. All Lewis & Clark student-athletes are expected to represent the College, the athletics department, their team, their coach and themselves in a positive manner.

The purpose of intercollegiate athletics is to provide an opportunity for student-athletes to develop their potential as an athlete in an educational setting. Educational activities such as intercollegiate athletics provide opportunities for students to grow emotionally, socially and intellectually. In addition, student-athletes are given the chance to travel, represent their school in the public arena, and learn the art of being a team member.



The Department of Athletics will not tolerate:

- Violations of the hazing, harassment or other policies outlined in this manual
- Fighting, stealing, cheating, lying, and physical or verbal abuse
- Any other violations of Lewis & Clark College policy
- Any other act punishable by law

### **Tobacco/Alcohol and Other Drugs**

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information. Please refer to the [Health and Safety](#) page on the NCAA website for the current list of banned drugs.

### **Vehicle Usage**

As some practice sites are located off campus, specific teams will be given the privilege of certifying responsible student-athletes as drivers. The following is expected:

- All student-athletes driving college vehicles must maintain current driver certification through the college process. This is renewable on a yearly basis and can be revoked at any time.
- Student-athletes agree to drive responsibly at all times. It is also expected that any damage occurring to campus vehicles, other vehicles or property be immediately reported to the head coach, regardless of how minor.

## **Sports Medicine**

The Sports Medicine Department is charged with helping provide a safe and healthy athletic experience at Lewis & Clark. Student-athletes are required to have a pre-participation physical examination prior to their first and third years of athletic participation at L&C and a medical history update, along with proof of primary health insurance annually. All first-year student-athletes (freshmen and transfers) are required to submit proof of a Sickle Cell Trait blood test. The submission of all information is done through SportsWare, our electronic medical records software.

## **Strength & Conditioning**

The Pioneer Strength & Conditioning Program is committed to helping our student-athletes improve their overall athletic performance, primarily strength, speed, and conditioning, as related to their sport.

### **In-Season**

In-season any required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member are considered practice.

### **Out-of-Season**

Out-of-season individual workouts are considered voluntary, but can be monitored for safety purposes by strength and conditioning personnel. Voluntary individual strength and conditioning activities conducted by strength and conditioning personnel who have received strength and conditioning certification from a nationally recognized certification program can only be conducted during the institution's regular academic year (not during the summer). Full medical clearance is required for participation in any voluntary strength and conditioning program sessions.

## **Academic Support and Student-Athlete Development**

### **Student-Athlete Advisory Committee**

The Student-Athlete Advisory Committee (SAAC) is made up of two voting representatives from each team. The committee's main purpose is to facilitate communication between student-athletes, coaches, and the athletics administration. SAAC will also work for better recognition, public relations, community service, promotions and development of Lewis & Clark Athletics.

### **Faculty Athletics Representative**

A Faculty Athletics Representative (FAR) is a member of the faculty who has been designated by the President to serve as a liaison between the institution and the athletics department, and also as a representative of the institution in conference and NCAA affairs. The role of the FAR is to ensure that the academic institution establishes and maintains the appropriate balance between academics and intercollegiate athletics.

## **Athletic Communications**

### **Athletics Website**

The Lewis & Clark College Athletics Department Official website is [www.lcpioneers.com](http://www.lcpioneers.com). Student-athletes are asked to participate in early season media sessions (photos and videos, roster and bio updates), and update the Director of Athletic Communications on any new information that occurs throughout the year (i.e. accomplishments academically and in the community).

### **Social Media & Live Video**

Most Lewis & Clark home contests are broadcast on [PioStream](#), which can be found on the athletics website. Student-athletes are encouraged to follow the department and team social media pages as well, which are listed on the [Social Media](#) page on the athletics website.

### **Marketing & Promotions**

Lewis & Clark Athletics will work to market and promote both individual contests and the overall athletic teams in general. Coaches are encouraged to work with the Director of Athletic Communications to develop concepts and ideas. All marketing and promotions are subject to the approval of the Director of Athletics.

### **Media Requests**

Occasionally, student-athletes are asked to give media interviews. Student-athletes are required to notify the Director of Athletic Communications and your head coach prior to granting any interviews or responding to media questions (this includes media requests from the Mossy Log). Provided these requests are reasonable and do not conflict with class schedules or team-related activities, student-athletes are asked to make themselves available and project a positive image of themselves, their team and Lewis & Clark College.

### **Name, Image, and Likeness (NIL)**

Beginning on July 1, 2021, the State of Oregon will be allowing student-athletes to enter into agreements relating to use of their name, image, and likeness (NIL). The NCAA has also approved new policies to allow for NIL activities. The Oregon law means you may enter into endorsement deals with businesses, be paid to sign autographs, be brand ambassadors, receive payment for social media posts, and sell subscriptions for your social media pages, among other activities. You may promote yourself and your status as a student-athlete while doing these activities. The Athletic Department is supportive of your ability to use your NIL in this manner, and is here to provide information and guidance regarding compliance with NCAA rules and Lewis & Clark College policy when engaging in these newly-permitted activities. The full Oregon legislation is available at the following [link](#), and we strongly recommend that students and their representatives read the full document before entering into any agreement.

If you have an opportunity to enter into a sponsorship or promotional agreement or other business opportunity, or to sign with a representative/agent, you need to reach out to the compliance director before formalizing the agreement to review the [full policy](#) and to complete the [activity reporting form](#).

# **Consultation and Referral for Students Who Are Struggling**

*from the Vice President of Student Life and Dean of Students*

In the event of an emergency, call Campus Safety at 503.768.7777.

## **When a student is...**

### ***Emotionally distressed or having suicidal thoughts***

Counseling Services: 503-768-7160 [counsel@lclark.edu](mailto:counsel@lclark.edu)

After hours or if no answer, call Crisis Counseling Service at 503-265-7804.

Campus Safety: 503-768-7777

### ***Posing a threat to others***

Campus Safety: 503-768-7777

### ***Out of class for unknown reasons***

College Advising Center: 503-768-7600 [advising@lclark.edu](mailto:advising@lclark.edu)

### ***Physically ill (including COVID symptoms or a positive COVID test)***

Health Service: 503-768-7165 [health@lclark.edu](mailto:health@lclark.edu) (closed in summer)

Resources when the Health Service is closed: [DispatchHealth](#) (fees apply) or these [providers](#)

Free after hours nurse consultation service: 1-877-617-9531

For emergencies, call Campus Safety at 503-768-7777 and 911 for EMS

### ***No COVID symptoms, but worried about potential COVID exposure***

[covid19info@lclark.edu](mailto:covid19info@lclark.edu)

### ***Alleged to have violated the Academic Integrity Policy***

Gordon Kelly, Head of the College Honor Board: 503-768-7413

[gkelly@lclark.edu](mailto:gkelly@lclark.edu)

### ***Possibly missing***

[go.lclark.edu/Report](https://go.lclark.edu/Report)

### ***Struggling with alcohol or other drug***

Director for Health Promotion: 503-768-7107 [mcallahan@lclark.edu](mailto:mcallahan@lclark.edu)

Counseling Service: 503-768-7160 [counsel@lclark.edu](mailto:counsel@lclark.edu)

### ***Experiencing gender-based violence, such as sexual harassment or sexual assault:***

All college employees must report any possible concerns to a Title IX Coordinator:

[go.lclark.edu/Report](http://go.lclark.edu/Report)

Lori Makin-Byrd, Title IX Coordinator: [makin-byrd@lclark.edu](mailto:makin-byrd@lclark.edu)

For a confidential consultation, contact:

- Confidential Advocates: [go.lclark.edu/ca](http://go.lclark.edu/ca)
- Call to Safety (after hours): 503-235-5333
- Michelle Callahan, Director for Health Promotion: 503-768-7107  
[mcallahan@lclark.edu](mailto:mcallahan@lclark.edu)
- Counseling Service: 503-768-7160 [counsel@lclark.edu](mailto:counsel@lclark.edu)
- Health Service: 503-768-7165 [health@lclark.edu](mailto:health@lclark.edu)

### ***When a student needs...***

#### ***Advice about a leave of absence, permanent withdrawal, or transfer to another school***

College Advising Center: 503-768-7600 [advising@lclark.edu](mailto:advising@lclark.edu)

Registrar's Office: 503-768-7335 [reg@lclark.edu](mailto:reg@lclark.edu)

#### ***Advice about finances***

Financial Aid Office x7090 [fao@lclark.edu](mailto:fao@lclark.edu)

Student and Departmental Account Services: 503-768-7829  
[accountservices@lclark.edu](mailto:accountservices@lclark.edu)

#### ***Assistance for a learning difference or disability***

Office of Student Accessibility (formerly Student Support Services):  
503-768-7192 [access@lclark.edu](mailto:access@lclark.edu)

#### ***To inform professors that they will be absent from class for a week or more due to sickness or family emergency***

Office of Student Accessibility: 503-768-7192 [access@lclark.edu](mailto:access@lclark.edu)

### ***Spiritual or religious support***

Hilary Martin Himan, Chaplain and Director of Spiritual Life:  
503-768-7082 [hmhiman@lclark.edu](mailto:hmhiman@lclark.edu)

### ***Help with grieving***

Hilary Martin Himan, Chaplain and Director of Spiritual Life:  
503-768-7082 [hmhiman@lclark.edu](mailto:hmhiman@lclark.edu)  
Counseling Service: 503-768-7160

### ***Consultation on supporting a fellow student who is experiencing emotional distress.***

Office of Student Accessibility: 503-768-8230  
Counseling Service: 503-768-7160

### ***Help connecting socially or getting involved on campus***

Vice President for Student Life Office: 503-768-7110 [ypsl@lclark.edu](mailto:ypsl@lclark.edu)  
Student Engagement: 503-768-7121 [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu)  
Inclusion and Multicultural Engagement: 503-768-7051  
[multicultural@lclark.edu](mailto:multicultural@lclark.edu)

### ***Advice about strategies for addressing academic warning or probation***

College Advising Center: 503-768-7600 [advising@lclark.edu](mailto:advising@lclark.edu)

### ***Assistance for a physical disability, including short-term injury or illness***

Office of Student Accessibility: 503-768-7192 [access@lclark.edu](mailto:access@lclark.edu)

### ***Information about how to get tutoring***

Writing Center: 503-768-7505 [writing@lclark.edu](mailto:writing@lclark.edu)  
Symbolic and Quantitative Reasoning Center (SQRC) [sqrc@lclark.edu](mailto:sqrc@lclark.edu)  
SAAB Tutoring [tutoring@lclark.edu](mailto:tutoring@lclark.edu)  
Keck Interactive Learning Center [ilc@lclark.edu](mailto:ilc@lclark.edu)

### ***Advice or Assistance with internships, jobs, or career planning***

Career Center: 503-768-7114 [careers@lclark.edu](mailto:careers@lclark.edu)

### ***To be cleared to register because their advisor is unavailable or on leave***

College Advising Center: 503-768-7600 [advising@lclark.edu](mailto:advising@lclark.edu)

***Information about graduate scholarships, national fellowships, and internships***

Career Center: 503-768-7114 [careers@lclark.edu](mailto:careers@lclark.edu)

***Information about international issues or visa concerns***

International Students & Scholars: 503-768-7305 [iso@lclark.edu](mailto:iso@lclark.edu)

***Advice or information on any identity-based need, or experiences an instance of discrimination such as racism, sexism, homophobia, transphobia, etc.***

Inclusion and Multicultural Engagement: 503-768-7051

[multicultural@lclark.edu](mailto:multicultural@lclark.edu)

Counseling Service: 503-768-7160 [counsel@lclark.edu](mailto:counsel@lclark.edu)

Bias Assessment and Response Team [go.lclark.edu/BART](http://go.lclark.edu/BART)

Spiritual Life: 503-768-7082 [spirituallife@lclark.edu](mailto:spirituallife@lclark.edu)

***To make a complaint about a grade or a faculty member***

1st: Faculty member (if possible), see [resources for students](#) for information

2nd: Department/Program Chair, see [Chairs/Prog Directors page](#) for 2022-23 list of Chairs

3rd: Dean of the College: 503-768-7100 [casdean@lclark.edu](mailto:casdean@lclark.edu)

***To make a complaint about discrimination or harassment, including that based on religion, race, disability, etc.***

[go.lclark.edu/Report](http://go.lclark.edu/Report)

***Needs access to resources to support their overall wellness/academic engagement either on campus or off campus and is unsure where to start***

Office of Student Accessibility: 503-768-8230

Updated June 2022

# Undergraduate Academic Calendar 2023-2024

Academic Calendar	Fall 2023	Spring 2024
Martin Luther King Jr. Day (no classes)		January 15
First Day of Classes	September 5	January 16
Labor Day (no classes)	September 4	
Last day to register Last day to add a course Last day to drop a course Last day to change to CR/NC grading option Last day to file overload or underload	September 15	January 26
Fall Break (no classes)	October 13-15	
Registration advising for the following semester	October 16-November 3	March 4-22
Spring Break (no classes)		March 23-31
Last day to request Leave of Absence for following semester	November 1	April 1
Last day to receive tuition refund in the case of a full semester withdrawal	November 7	March 14
Registration for the following semester	November 7-17	April 4-13
Last day to withdraw from a course	November 10	March 22
Thanksgiving Break (no classes)	November 23-26	
Last day of classes	December 12	April 25
Reading Days	December 13-14	April 26-27
Final Examinations	December 15, 16, 18, 19	April 29-May 2
Vacation Period Begins	December 20	May 3
Final grades available on WebAdvisor	No later than January 3	No later than May 15
Commencement		May 4