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# THE COLLEGE

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## The Simmons Legacy

Since 1899, Simmons College has been educating women for enriching careers and useful, independent lives. The College has evolved as a leader in the education of women through its undergraduate curriculum, which combines liberal arts and sciences and professional education. The College's successful graduate programs and schools provide both a professional and a liberal arts education for women and men.

Unique in its focus at its inception, Simmons College stressed the importance of education for women so that they would have the ability to "earn an independent livelihood." Boston businessman John Simmons noted this in his will, along with his intention to open a college for women. While the mission of Simmons has remained constant over the years, the curriculum has changed to reflect the social, economic, technological, and global changes of the past century. The depth of the curriculum continues to provide students with a well-rounded liberal arts education. The undergraduate curriculum is known for its flexibility and focus on individual responsibility with a distinctive program that links challenging academic study to the world of work.

For women who are beyond the age of traditional college students, the Dorothea Lynde Dix Scholars Program welcomes the mature learner to the College, valuing the learning environment that a diverse student population creates.

Like the undergraduate program, the graduate schools and programs celebrate a rich history of

excellence in curriculum. Graduates emerge as self-directed learners dedicated to excellence and leadership. Simmons graduate education is coeducational, with the exception of the School of Management. Founded in 1973, it offers the only MBA program in the world designed specifically for women. The School of Social Work, which offers both an MSW and a PhD program, was the first academically affiliated school of social work in the nation. The Graduate School of Library and Information Science ranks among the world's top library science programs. It offers a master's degree as well as a doctorate in library science. The School for Health Studies offers master's degrees in health administration, nursing, and nutrition, as well as a doctor of physical therapy degree. Simmons also offers graduate programs in a variety of other professional and liberal arts areas, such as children's literature, communications management, education, English, Spanish, and gender/cultural studies. In addition, a number of exciting five-year master's programs provide increased opportunities for students interested in education, special education, nursing, nutrition, gender/cultural studies, and children's literature.

The College is an academic community that prepares students to be well informed, open-minded, and intellectually curious. To attain this goal, the College seeks to create a diverse community within which students learn to be actively engaged members of society and to develop the resources to lead rich personal lives in a multicultural world. The College fosters and encourages a continual exchange of ideas among students, faculty, and the general College community.

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## Boston and Beyond

Simmons's neighborhood, the Fenway, was once a wealthy residential area. Today it is home to expanding medical facilities, colleges, schools, shops, parks, and museums. Simmons College is in the center of this bustling area and benefits from the rich opportunities it offers.

As an urban institution deeply involved in and committed to the city, Simmons offers programs that support and encourage partnerships between the College and the city of Boston. Many of the undergraduate departments and the College's internationally known graduate schools and programs have long included internships and field-based work at neighborhood institutions as part of their regular courses of study and professional preparation.

Boston, the largest of New England's many cities, is rich in history, tradition, and cultural diversity. A preeminent business center and a mecca for research, medicine, and education, Boston attracts more than 250,000 undergraduate and graduate students from around the world every year, making it the nation's largest "college town."

Boston offers a variety of cultural, historical, sporting, and social activities. An excellent public transportation system makes traveling throughout the city convenient and inexpensive. Local attractions include the Museum of Science, with its state-of-the-art Omni Theater; the Museum of Fine Arts; the Isabella Stewart Gardner Museum; and the New England Aquarium.

Boston boasts several sports teams, including the Boston Red Sox, the Boston Celtics, the New England Patriots, the Boston Bruins, and the New England Revolution. Each spring, the Boston Marathon draws thousands of world-class runners to the city, and in the fall, Boston hosts the nation's top crew teams at the Head of the Charles Regatta.

Musical events are abundant in Boston. They range from the Boston Pops to rock, blues, and country music to jazz concerts at Berklee College of Music to classical performances at the New

England Conservatory and Symphony Hall. Boston's charming Old World atmosphere and diverse ethnic neighborhoods offer choices from the past and present. Historical landmarks—including the Bunker Hill Monument, the Old North Church, the *USS Constitution* ("Old Ironsides"), and the Paul Revere House—are easily visited by foot along the Freedom Trail.

Colleges of the Fenway (COF) is a collaboration of six Fenway-area colleges—Simmons College, Emmanuel College, Massachusetts College of Pharmacy and Allied Health Sciences, Wentworth Institute of Technology, Wheelock College, and Massachusetts College of Art. COF's goal is to expand and enrich the undergraduate academic offerings and extracurricular opportunities for students at the participating institutions. In addition to shared academic resources and collaborative student services, open cross-registration in undergraduate courses is available for students who meet the required conditions. For more information about the Colleges of the Fenway, visit the Web site at [www.colleges-fenway.org](http://www.colleges-fenway.org) or contact the Office of the Registrar at 617.521.2111.

Studying Off Campus is another option available to Simmons students. Simmons participates in an exchange program with three other colleges in the United States—Spelman College in Atlanta, GA; Fisk University in Nashville, TN; and Mills College in Oakland, CA. Double-degree programs are offered in cooperation with Hebrew College and Massachusetts College of Pharmacy and Allied Health Sciences in Boston. The Washington Semester at American University in Washington, DC, is available to qualified undergraduates, usually juniors, for study in political science, economics, public affairs, and international relations. Simmons also partners with the Sea Education Association, whose SEA program allows students to spend a semester or a summer session at sea studying marine policy, history, literature, and the scientific technology used to understand navigation and oceanography.

Study Abroad: Simmons students have two options for study abroad. They may choose from approved international study programs and earn credits for a prescribed course of study during a semester or a year. In addition, students may elect to enroll in one of the short-term courses offered at the end of each spring term. For more information about such programs, contact the study abroad adviser at 617.521.2183.

Short-Term study is a unique educational initiative that allows students to enroll in a spring semester course offered by Simmons faculty and involving a four-week stay in an international or domestic location. Students have studied politics in Thailand; art in London; and culture and history in France, Japan, and China. In addition, students have traveled to Nicaragua to complete service learning projects. The short-term course typically counts as one of the four or five courses in the student's spring semester program, and travel usually begins on the day after the last exam date on the spring calendar. Short-term study

enables a student to be immersed in a culture other than her own and to broaden her perspective and knowledge of a language or subject through an intensive learning experience. Courses in the catalog marked STC are short-term courses. Contact the short-term coordinator at 617.521.2183 for more information.

The Army Reserve Officers' Training Corps (ROTC) Program is a study option offered to full-time Simmons students by the Department of Military Science at Northeastern University. Students are eligible to apply for two- and three-year ROTC scholarship assistance programs. Academic credit for courses taken in the ROTC Program may not be transferred for use toward the Simmons degree. Interested students should contact the professor of military science, Northeastern University, 335A Huntington Ave., Boston, MA, 02115, or call 617.373.2375. For more information, please visit the Web site at [www.rotc.neu.edu](http://www.rotc.neu.edu).

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## The Educational Program

Simmons College offers both graduate and undergraduate programs. The graduate programs are featured in this catalog beginning at page 207. The following section describes the undergraduate curriculum and its underlying philosophy.

### The Simmons Education in Context

As a college that has been devoted to women's education for over one hundred years, Simmons prides itself on outstanding undergraduate programs taught by high-quality faculty. Simmons is deeply committed to outstanding teaching, small class size, and innovative programs that build on founder John Simmons's original mission to offer an education that would enable women to "earn an independent livelihood."

Today, Simmons's educational programs encourage students to engage actively with their studies, their communities, and the world. Grounded in individualized attention and the intersection of theory and practice, a Simmons education results in valued relationships among students; between faculty and students; and among faculty, students, and alumnae.

A longstanding trademark of the undergraduate programs is their dual grounding in a liberal arts and sciences curriculum and commitment to professional studies. The independent learning requirement—one of the hallmarks of a Simmons education—challenges students to apply the conceptual skills they have learned and to approach a problem, project, or workplace experience as independent researchers and applied learners. Independent learning gives Simmons students a rigorous intellectual experience that enables them to attain both depth and practice in their chosen disciplines, to sustain a longer-term project of their own initiative, and to connect their academic work with future employment or graduate study.

Simmons graduates are lifelong learners. A Simmons education provides students with the critical thinking skills needed for personal and professional success, with a balance of academic

programs designed to meet the needs of the new century and a sense of community that fosters a commitment to conscious citizenship and service.

### Academic Advising

Academic advising for undergraduates is based on the philosophy that advising is an extension of teaching, that is, that academic advising enables students to build on their strengths, identify and improve on their weaknesses, and maximize their use of College resources. The advising relationship, then, is a partnership whose aim is to support the student in her efforts to achieve her academic and professional goals.

Students are assigned academic advisers prior to the beginning of the semester in which they enter the College. Members of the faculty from all departments serve as first-year student advisers. In general, advising assignments are based on the student's expressed area of interest. Advisees meet with their advisers during summer orientation to plan their courses of study. Once the semester has begun, students may meet with their advisers to change courses, to discuss academic concerns, and to enroll for the next semester when registration has begun. Advisers assist students in planning academic schedules, interpreting the goals and objectives of a Simmons education, and explaining the College's degree requirements.

Upper-class students work with advisers in their declared major(s). Advisers guide students through departmental requirements while helping them to focus their study. Although students are responsible for monitoring progress toward fulfilling the College's degree requirements, faculty advisers are knowledgeable about the requirements and are also prepared to discuss career and graduate school possibilities.

Certain faculty members in each department are designated to serve as advisers to students who are interested in academic and professional graduate study. The names of these advisers may be obtained from department chairpersons and program directors or from the director of academic advising.

## Program Planning

The Simmons approach to liberal education is flexible, and the curriculum allows each student to develop a program suited to her individual interests and career plans. Though some areas of study are sequential and should be elected early in a student's program, most areas of study are flexible and allow for the possibility of a second concentration or a minor.

Some of the resources with which the College helps a student make her academic and career decisions are the Office of Academic Advising, the Academic Support Center, the J. Garton Needham Counseling Center, the Career Education Center, the Office of Student Employment, and the Career Resource Library. (See the student services section on pages 30-36). In addition, the fieldwork and internships provided by every academic department provide opportunities to test career areas and to consider the possibility of further professional study after graduation.

Students in good standing may arrange to study at an international college or university through the Institute of European Studies or other approved study abroad programs (see page 10). In addition, one or two semesters of the sophomore or junior year may be spent in a domestic exchange program (see page 9). Plans for study through an exchange program or a program abroad should be made by the end of the sophomore year.

## Majors

Students may plan a program of academic and career preparation by electing a major in the humanities, the social sciences, the sciences, or one of the College's professional programs. Undergraduate majors include:

Africana studies  
art  
arts administration  
biochemistry  
biology  
chemistry  
communications

computer science  
dietetics  
East Asian studies  
economics  
education: • early childhood  
• elementary, middle, or high school  
• intensive special needs  
• joint social studies major  
• Spanish, French, or English  
as a second language  
• special needs

English  
environmental science  
financial mathematics  
food science and nutrition  
French  
history  
human services  
information technology  
international relations  
management  
management information systems  
managerial finance  
marketing  
mathematics  
music, applied  
music history and literature  
nursing  
philosophy  
physical therapy  
political science  
psychobiology  
psychology  
retail management  
society and health  
sociology  
Spanish  
women's studies

## Minors

Most academic majors are also offered as minors. In addition, a number of specialized and interdisciplinary minors are available:

- gender history
- leadership and women
- photography
- physics of materials
- public policy
- statistics

## Other Academic Programs

### Prelaw

Web site: [www.simmons.edu/undergraduate/pre-law](http://www.simmons.edu/undergraduate/pre-law)

Although there is no specific prelaw curriculum, a strong foundation in the liberal arts, with emphasis on such subjects as English language and literature, political science, history, philosophy, or economics, is highly recommended. The Association of American Law Schools believes that prelaw education should aim for verbal comprehension and expression, critical understanding of the human institutions and values with which the law deals, and analytical thinking. Virtually any undergraduate major in the liberal arts and sciences may be designed to meet these goals.

The prelaw adviser assists students with program planning and with the application process. Students intending to go to law school directly after graduation should register with the prelaw adviser, Cheryl Welch, no later than the end of their junior year.

### Health Professions and Premedical

Web site: [www.simmons.edu/undergraduate/pre-med](http://www.simmons.edu/undergraduate/pre-med)

Undergraduate preparation for medical, dental, or veterinary school should include a strong foundation in the natural sciences and a background in the social sciences and humanities. Thus, admission requirements for these schools can be fulfilled within the context of almost any liberal arts or science major at Simmons.

In order to prepare for the required aptitude tests, which are normally taken at the end of the junior year if a student wishes to enter professional school in the year following graduation, students should plan an academic program that will allow them to complete a minimum of the following courses by that time:

BIOL 113 and one additional semester of biology  
CHEM 113 (or CHEM 111), 114, 225, 226  
PHYS 112, 113  
MATH 120, 121  
MCC 101, 102

Completing one year of humanities, one year of social sciences, and additional courses that develop analytical skills will provide an educational background that should meet the most stringent graduate school requirements.

The health professions adviser, Mary Owen, will assist students with program planning and with the application process. Students should register with her by the end of the first year.

### The Boston Semester at Simmons

Web site: [www.bostonsemester.com](http://www.bostonsemester.com)

This one-semester program, open to women from other colleges and universities, builds on Simmons's century of academic excellence and service commitment to the city of Boston, offering a range of structured curricular and experiential learning opportunities, including internships and service learning, that use the city's vast resources.

All students in the Boston Semester program participate in a multidisciplinary Boston seminar, as well as a combination of internships and regular courses of their own choosing. Service learning courses and community service opportunities take advantage of the Simmons Community Outreach program, which has been recognized as a national model for community service at a small undergraduate college.

For information about registration, course offerings, and community service options, please contact the Office of the Dean, CASPS, at 617.521.2086 or see the Web site at the address above.

See also pages 40-41 for more information about housing and other issues related to admission.

### Study Abroad Option: The Short Term Program

Web site: [www.simmons.edu/undergraduate/study\\_abroad/short\\_term](http://www.simmons.edu/undergraduate/study_abroad/short_term)

Simmons students are encouraged to participate in the short-term course program. Each year, the College offers several spring-semester courses involving four-week stays in other countries (or in other cultural communities within the United States). Enrolled students begin orientation classes early in the spring semester, and travel typically takes place from mid-May to mid-June. Except for language courses, short-term courses are offered in English. Most of these courses have no prerequisites and may fulfill certain all-College requirements (e.g., modes of inquiry). In 2002-2004, program offerings will likely include courses in Spain, France, Austria, Thailand, Japan, and Belize. The short-term Web site (see above) provides pictures and text of students' overseas experiences, as well as current information on offerings.

All students in good standing are eligible to register for short-term courses, as long as space for a specific program is available. Students may register for one short-term course each year. Short-term courses carry four credits and assume the high expectations and standards associated with all Simmons courses, whether in Boston or abroad. The short-term course typically counts as one of the four or five courses in the student's spring semester program, and travel usually begins on the day after the last exam date on the spring calendar. Because these courses are integrated into the spring-semester program, enrolled students are eligible to apply for financial aid.

Due to their popularity, some courses have been oversubscribed in the past. Students interested in the program are urged to contact the coordinator of short-term courses at 617.521.2181 in order to begin to plan ahead.

### The Excel Program

The Excel program is designed for entering first-year students who are highly motivated but

do not meet all of Simmons's standard admission requirements. Excel offers a four-week summer residential program to enable such students to transition to college and to enhance their writing or mathematics skills. An ESL program is also available. For more information about admission to the Excel program, see page 39 or contact the program director, Josephine Shaddock, at 617.521.2473.

### Credit for Prior Learning

The credit for prior learning program offers Dix Scholars an opportunity to receive academic credit for knowledge gained through life experience. For more information, please see page 42 or contact the Dix Scholars Office of Admission.

### Integrated Undergraduate/Graduate Programs:

The College offers integrated undergraduate/graduate programs in the following areas:

- biology-physician assistant (see pages 67-68)
- chemistry and pharmacy (see pages 75-76)
- children's literature (see pages 212-213)
- gender/cultural studies (see page 243)
- education (see pages 118-119)
- information services (an integrated program between The Graduate School of Library and Information Science and either chemistry, computer science, or mathematics; see pages 76, 90, 149-150)
- nursing (see page 165)
- nutrition (see page 172)
- physical therapy (see page 179-180)

### Partnerships

The College partners with a number of cultural and academic institutions that enrich its academic offerings and offer increased opportunities to students, faculty, and staff. These partnerships include:

American University, Washington, DC – Offers qualified students, usually juniors, an opportunity to study political science, economics, public affairs, and international relations through the Washington Semester program.

Colleges of the Fenway, Boston, MA – Offers cross-registration and other academic and extracurricular opportunities at five other Fenway-area colleges. See page 9.

Community Service Learning – Offers students opportunities to participate in diverse projects and programs throughout the Boston community, such as Mission Safe, the Farragut School, the Timilty School, Hale House, and Best Buddies.

Cornell University, Ithaca, NY – Collaborates with Simmons on a Women in Materials program, sponsored by the National Science Foundation, to enhance the participation of women in materials-related study and research. Includes opportunities for summer study at the Cornell Center for Materials Research.

The Domestic Exchange Program – Allows Simmons students an opportunity to spend one or two semesters of their sophomore or junior years at one of the following institutions:

- Mills College, Oakland, CA
- Spelman College, Atlanta, GA
- Fisk University, Nashville, TN

Additional information is available through the Office of Student Life.

The English Institute of Harvard University, Cambridge, MA – Offers graduate students and faculty teaching in graduate programs the opportunity to attend an annual conference including renowned literary scholars.

Hebrew College, Boston, MA – Offers students the opportunity to take courses, including language courses, that transfer to Simmons.

The Isabella Stewart Gardner Museum, Boston, MA – Enables members of the Simmons community to visit the museum at no charge.

Linkong Corporation of Shanghai, China – Provides opportunities for exchange programs for students and a site for short-term courses.

The Museum of Fine Arts, Boston, MA – Enables members of the Simmons community to visit the museum, excluding special exhibits, at no charge.

The New England Conservatory of Music, Boston, MA – Provides qualified Simmons students with opportunities to earn credit in performance studies and theoretical subjects. See page 63.

The New England Philharmonic Orchestra, Boston, MA – Allows members of the Simmons community free concert tickets and open admission to all rehearsals. Also offers internship opportunities and class lectures.

92nd Street YWCA, New York, NY – Hosts the Arts Administration Institute, offered each year through the program in arts administration. See page 60.

Ryerson University, Toronto, Canada – Participates in a domestic exchange program for nutrition students.

## Center and Publications

### Abafazi Journal

Editor: Della Scott

Web site: [www.simmons.edu/abafazi](http://www.simmons.edu/abafazi)

*Abafazi* is published twice a year by the College. Founded in 1991, the journal focuses on the history, struggles, achievements, and aspirations of women of African descent in the United States and throughout the diaspora. Each issue includes scholarly essays, interviews, art, and literature. *Abafazi* reaches readers as far away as Zimbabwe and Ghana. Its institutional subscribers include the Schlesinger Library, the Schomburg Center for Research in Black Culture in New York, the Atlanta Public Library, the Boston Public Library, and a number of colleges and universities. For more information, visit the *Abafazi* Web site (see above).

Center for Gender in Organizations

Co-Directors: Deborah Kolb and Deborah Merrill-Sands

Web site: [www.simmons.edu/gsm/cgo](http://www.simmons.edu/gsm/cgo)

The Center for Gender in Organizations (CGO), an international resource for innovative ideas and practice in the field of gender, work, and organizations, is part of the School of

Management. For more information, see pages 256-257 or visit the Web site (see page 15).

### Gustavus Myers Center for the Study of Bigotry and Human Rights in North America

Director: Loretta J. Williams

Web site: [www.myerscenter.org](http://www.myerscenter.org)

The Gustavus Myers Center for the Study of Bigotry and Human Rights in North America seeks to discover, assess, promote, and distribute information that increases understanding of intolerance and bigotry and strategies that can lead to greater equity in a diverse society. The center also awards the Myers Outstanding Book Awards to US and Canadian authors whose focus is bigotry and anti-bigotry.

### The Scott/Ross Center for Community Service

Faculty Adviser: Stephen London

Director of Service Learning: Jennifer L. McKee

Web site: [www.simmons.edu/communityservice](http://www.simmons.edu/communityservice)

The mission of the Scott/Ross Center for Community Service is to support and encourage community service and service learning among all members of the Simmons community. Community service at Simmons offers opportunities for academic and personal growth through classroom experience, Simmons Community Outreach (a student-run community service organization), alternative spring break, and resources for a wide range of community involvement. Service learning is a teaching method that involves students in organized community service that addresses local needs while developing their academic skills, sense of civic responsibility, and commitment to the community.

### Simmons Institute for Leadership and Change

Director: Diane Hammer

Web site: [www.simmons.edu/resources/silc/silc.html](http://www.simmons.edu/resources/silc/silc.html)

Fulfilling John Simmons's original mission for the College to improve the status of women in the Boston community, the Simmons Institute for Leadership and Change (SILC) is committed

to projects that initiate social change for women, raise women's issues to the state and national political levels, and ultimately transform the lives of women and girls for the better. SILC is one of the few Massachusetts-based organizations that offer public events addressing women's issues from both local and global perspectives. It is committed to helping women and men act individually and collectively to transform their personal, work, and community lives by creating partnerships between academic, business, and community organizations. These partnerships create innovative strategies, promote activism, and work towards social justice.

### Summer Institute in Children's Literature

Program Director: Susan Bloom

Web site: [www.simmons.edu/graduate/childrens\\_literature](http://www.simmons.edu/graduate/childrens_literature)

Offered every other year through the graduate program in children's literature, the Summer Institute brings together authors, illustrators, editors, and critics for discussion of a literary theme. For further information, see page 215 or contact the children's literature program at 617.521.2540.

### The Zora Neale Hurston Literary Center

Director: Afaa M. Weaver

The mission of the Zora Neale Hurston Literary Center is to broaden the Simmons community's exposure to the literary arts while simultaneously providing a platform for important creative voices. Taking as its inspiration the work of the African American novelist, playwright, and folklorist Zora Neale Hurston, the center seeks to combine mainstream literary traditions with a strong foundation in the African American experience. It further seeks to build and strengthen diversity in the College's relationships with the various communities in the Boston area. For more information, contact the Zora Neale Hurston Literary Center at [znh@simmons.edu](mailto:znh@simmons.edu) or Ellen Donovan, program director, at 617.521.2220.

## Degree Requirements

Graduation requirements are established to ensure that the Simmons educational objectives are met. Those objectives are:

- an ability to communicate effectively, particularly through critical thinking, reading, and writing;
- an understanding of languages and cultures other than one's own;
- an ability to use technology to enhance learning;
- an exposure to a broad range of courses and modes of thinking; and
- an opportunity for academic specialization, independent intellectual development, and career preparation.

The Bachelor of Arts degree is the baccalaureate degree conferred on students in all majors except those in the departments of biology, chemistry, mathematics, physics, computer science, nursing, nutrition, and physical therapy, for

which the Bachelor of Science is awarded. In the instance where a student completes a major in both the sciences and in the arts, she may choose either a Bachelor of Science or a Bachelor of Arts degree. It is not possible to earn two baccalaureate degrees simultaneously.

A candidate for a degree is expected to complete satisfactorily the work of an approved program, including all required courses, within the normal number of college years. When a student withdraws for a period that would extend the work of her program beyond a normal length of time, the additional work required for satisfactory completion will be determined by the faculty. A student who temporarily withdraws must meet the degree requirements in effect at the date of her readmission to the College.

Students transferring into Simmons, as well as those working toward a second baccalaureate degree, must spend at least three semesters at Simmons and earn a minimum of forty-eight semester hours of credit while regularly enrolled

## COURSE NUMBERING

Every course offered at Simmons includes not only a department or program designation but also a course number. These numbers can be understood in the following way:

**Courses at the 100 level** are appropriate for all undergraduate students, assuming appropriate high school preparation. These courses generally have no prerequisites and are taught at the introductory level.

**Courses at the 200 level** are appropriate for sophomores and above and for first-year students under advisement or placement by the mathematics and language departments. Such courses tend to be more specific than the broadly introductory 100-level courses, and prerequisites are optional at the discretion of the department. A prerequisite for a 200-level course is normally one course in the department (or a complementary department or program) at the 100-level. First-year students should be advised that these classes will likely include upper-class students and will therefore be more challenging than 100-level courses.

**Courses at the 300 level** are appropriate for juniors and seniors and are normally taken by students majoring or minoring in the field. Such courses are advanced in content and pace and represent a high level of study in the field. Courses at the 300 level generally have prerequisites, typically at least one 100- and one 200-level course. Undergraduate students should be aware that graduate students may be enrolled in 300-level classes.

**Courses at the 400-level** are limited to graduate students in the program or those students who have been approved to enroll by the director of the program offering the course. In general, undergraduates are not permitted to take 400-level courses.

**Courses at the 500-level** are generally cross-listed with an undergraduate course at the 300-level. Graduate students who opt for such a course sign up for the 500-level component, undergraduates for the 300-level.

at the College in order to be eligible for the Simmons degree.

Current Simmons students who wish to enroll in summer courses at other institutions must first file a petition for transfer of credit in the Office of the Registrar. Summer courses to be considered for the modern language requirement or major must be approved by the department chair. No more than sixteen semester hours of summer school credit from other institutions may be credited toward the Simmons degree. For additional information, contact the Office of the Registrar or consult the *Student Handbook*.

## Department or Program Recommendation

The student must be recommended for the degree by her department or program adviser. She must complete one-third to one-half of the courses required for the major, including a substantial amount of advanced work, while regularly enrolled at Simmons so that her department can adequately evaluate her for this recommendation.

Requirements for the award of the Simmons baccalaureate degree are as follows:

## Completion of 128 semester hours with a passing evaluation

To obtain a broad education, as well as depth of specialization, students must successfully complete a minimum of 128 semester hours for graduation. Most courses in the undergraduate curriculum carry four credits. Though a full-time load is a minimum of twelve credits, students typically take four courses per semester.

Beginning with the class entering in fall 2002, students must have a minimum grade point average (GPA) of 2.00, to be calculated from all courses taken at Simmons using the letter grade system.

Each student's program should be a carefully developed plan of study. This plan should include: 1) courses selected to fulfill the all-College requirements, 2) courses required of and elected by the student in her major; and 3) electives.

The following outlines specific course requirements:

## Multidisciplinary Core Course

MCC 101/102 Culture Matters and  
MCC 103 Culture Matters for Dix Scholars

See description on page 162.

All first-year students take MCC 101 and 102 in their first year at the College. There are no exceptions to this first-year requirement, including for those students with advanced placement credits in English. Students who successfully complete 101 and then take a leave of absence are expected to take MCC 102 in the spring term of their return to the College.

Transfer students with thirty-two or more credits who have completed a two-semester writing requirement at another college are generally exempted from MCC 101 and 102 after review by the registrar's office. For this purpose, transfer students are students with at least thirty-two credits brought from another institution.

Transfers with thirty-two or more credits who have taken one semester of a writing requirement elsewhere are expected to take MCC 103 in their first year at Simmons. Transfers with fewer than sixty-four credits and no previous writing experience must take MCC 101 and 102.

Dix Scholars with no previous writing or one semester of writing fulfill their writing requirement by taking MCC 103. Dix Scholars who need a second semester of writing should consult with the director of MCC after completion of MCC 103.

## Competency in Basic Mathematics

Every Simmons graduate must have demonstrated competency in basic mathematics. She may do so in one of the following ways:

- Pass the College's mathematics competency exam, administered numerous times during the academic year;
- Successfully complete MATH 101, 102, or a higher level mathematics course at Simmons;

- Achieve a sufficiently high score on the mathematics section of the SAT, the mathematics achievement test, or an advanced placement exam; *or*
- Present evidence of satisfactory completion at another accredited college of a mathematics course at the level of MATH 101 or 102 or above to the chair of the mathematics department.

## Language

Simmons students, with the exception of Dix Scholars, are required to demonstrate language proficiency at the intermediate level (through 201). Depending on their initial placement, students may take up to three semesters of a modern language in order to fulfill this requirement. Students who have scored a 3, 4, or 5 on an advanced placement language exam; whose placement results indicate that they have mastered the third semester of a language; or for whom English is not a first language have fulfilled this requirement, though such students may wish to continue their study of language or begin study of a new language.

In some cases, the language requirement may be waived for students with a documented learning disability. Because the language requirement expresses, in part, the College's commitment to the curricular integration of global perspectives and cross-cultural understanding, these students must complete three courses in an area of study relating to global issues and perspectives, cross-cultural understanding, and interdisciplinary knowledge. In consultation with their advisers and with the disabilities specialist of the Academic Support Center, students should select three courses that have a coherent focus and reflect the spirit of this requirement. In selecting courses, students should consider which courses require electives and plan accordingly. Courses used to fulfill this requirement may be used to fulfill other requirements, for example, modes of inquiry.

## Major (at least 28 semester hour

Students may elect a major after completion of thirty-two semester hours; a major must be

declared upon completion of five semesters (eighty semester hours) of full-time study.

Students take a minimum of twenty-eight semester hours in a major field, as determined by the department of the student's choice. Some majors include courses that are prerequisites to the major. The College's academic and professional programs also offer fieldwork or internships through which students may apply their knowledge and explore opportunities in one of the career fields related to their area(s) of study.

Students may elect a single departmental major or a combination of majors.

The curriculum offers the following options:

1. A single major – a coherent sequence of courses administered by a single home department.
2. A double major – the student fulfills two complete majors.
3. A joint major – a sequence of courses drawn from two home departments and advised and administered with the cooperation of both. Examples are mathematics-economics, psychobiology, environmental science, and biochemistry.
4. An interdepartmental major – a broadly interdisciplinary program involving courses in two or more departments or programs. Approved interdepartmental majors include arts administration, East Asian studies, information technology, and international relations.
5. The Option for Personalized Educational Needs (OPEN) program – an opportunity to design a major with the assistance of a faculty adviser. The OPEN program is designed for the student who believes that her academic and career objectives cannot be achieved through one of the listed majors or the joint or double majors.

Participation in the OPEN program enables a student to work out an individualized major in accordance with her own educational needs and goals. This program must be approved by the coordinator before a student is admitted into OPEN. Further information may be obtained

from Professor David Browder, Department of Mathematics and Computer Science.

### Minor (optional) (20 semester hour)

A minor is an integrated cluster of courses designed to give a student significant exposure to a subject area different from her major. All minors are twenty credits (five courses).

A minor is not required for graduation but can be elected by those students who wish to indicate an area of interest that complements and refines their majors (e.g., a sociology major with an international relations minor), or that suggests a distinct area of concentration (e.g., a nursing major and a women's studies minor), or that expresses a particular passion or avocation (e.g., a Spanish major and an art minor).

Information about specific course requirements for minors can be found in the departmental listings in this catalog.

### Modes of Inquiry

Modes of inquiry compose a distribution requirement intended to ensure that every Simmons graduate, regardless of her major, experiences some of the breadth of the College's curricular offerings.

In fulfilling the modes of inquiry, students will have an opportunity to challenge their intellectual capacities and to explore their interaction within their own culture, their natural environment, and their world. To ensure this educational breadth, students will take one course from each of the following categories of study: creative and performing arts; language, literature, and culture; quantitative analysis and reasoning; scientific inquiry; social and historical perspectives; and psychological and ethical development. See below for courses that fulfill each mode.

#### Mode 1 – Creative and Performing Arts

Courses in this category focus on artistic expression and communication of ideas and information. Courses may involve actual performance or production, teach artistic or communication skills, concentrate on artistic history, or discuss the role of the arts in society.

ART 100	Objects and Ideas: A Museum History of Art
ART 111	Introduction to Studio Art: Drawing
ART 112	Introduction to Studio Art: Color
ART 119	Introduction to Sculpture
ART/COMM 138	Basic Photography
ART 141	Introduction to Art History: Egypt to Mannerism
ART 142	Introduction to Art History: Baroque to the 20th Century
ART 143	State of the Arts: An Introduction to Arts Administration
ART 174	Cultures of Collecting: Perspectives on Art Collection in Britain
ART 217	Introduction to Printmaking I
ART 218	Introduction to Printmaking II
ART/COMM 234	Photography in Paris: Art, Exploration, and Self
ART 244	Twentieth Century Art
ART 245	American Art
ART 246	Art in the Age of Rembrandt
ART 247	Art in the Age of Leonardo daVinci and Michelangelo
ART 248	Women and Art
ART 249	History of Photography
ART 252	Arts of the Far East: China and Japan
AST 150	Black Drama I: The African Grove Theater to Civil Rights (1821-1950s)
AST 151	Black Drama II: Civil Rights to the Present
COMM 120	Communications Media
COMM 121	Visual Communication
COMM 210	Introduction to Graphic Design
COMM 220	Video Production
COMM 222	Animation
COMM 332	Cyberspace

ENGL 105	Creative Writing: Non-Fiction	ENGL 139	Modern Poetry
ENGL 108	Creative Writing: Fiction and Poetry	ENGL 172	Modern American Fiction
FREN 314	Topics in French Cinema	ENGL 175	The Harlem Renaissance
IDS 223	reVisioning Gender: Photography and Sociology	ENGL 176	Black Fiction in America
MUS 120	Introduction to Music: The Middle Ages to Early Romanticism	ENGL 184	Modern World Drama
MUS 121	Introduction to Music: Early Romanticism to the Present	ENGL 192	Madness in Literature
MUS 125	The Symphony and Symphonic Music	ENGL 193	Women in Literature
MUS 130	Music in Austria: The Imperial Legacy	ENGL 195	Art of Film
MUS 141	Mozart: The Man and His Music	FREN 202	Intermediate French II
MUS 165	Music in Film	FREN 210	Accelerated Intermediate French
MUS 222	Music in America	FREN 240	Spoken French
MUS 232	Bach to Beethoven: Music in the 18th Century	FREN 245	Conversation and Composition
MUS 234	Music of the Romantic Tradition	FREN 266	Major French Writers: Small Worlds
MUS 239	Paris in the Modern Age	FREN 320	Fables, Fairy Tales, and the Emergence of the Short Story
PHIL 132	Philosophy and the Arts	FREN 322	French Theater: The Actor and the Script
Mode 2 – Language, Literature, and Culture		FREN 324	Autobiography and the French Tradition
Courses in this category allow students to explore ideas, systems of thought, or culture(s) through language and literature. Students will gain a sense of how language and literature reveal values, which are embedded in culture. They will understand how language constructs “ways of seeing” and be able to apply such ways of seeing and reading to their own life experiences. Courses in this category focus on advanced language acquisition at the 202-level or above, literacy expression, or cultural perspectives.		FREN 326	Angels, Temptresses, and Rebels: Images of Women in 19th-Century French Literature
CHIN 202	Intermediate Chinese II	FREN 328	Modern Fiction
ENGL 110	Introduction to Literature	FREN 395	Seminar: Special Topics in French
ENGL 111	Greek Mythology and Religion	ITAL 202	Intermediate Italian II
ENGL 112	The Bible	JAPN 202	Intermediate Japanese II
ENGL 121	Shakespeare	PHIL 152	Philosophy of Literature and Film
		SPAN 202	Intermediate Spanish II
		SPAN 210	Accelerated Intermediate Spanish
		SPAN 240	Spoken Spanish
		SPAN 245	Conversation and Composition
		SPAN 264	Pushing the Limits: The Quest for Freedom in Contemporary Hispanic Theater
		SPAN 265	Visions and Visionaries: Latin American Literature from the Conquest through Independence

SPAN 266	Imagination, Freedom, and Repression in 20th-Century Latin American Literature
SPAN 268	Insiders and Outsiders: Love, Honor, and Social Unrest in 16th- and 17th-Century Spain
SPAN 269	The Image of the Bourgeoisie in the 19th- and 20th-Century Spanish Novel
SPAN 314	Hispanic Culture as Seen Through Film
SPAN 320	The World of Don Quijote
SPAN 322	Love, War, and Parody in Medieval and Contemporary Spanish Fiction
SPAN 332	Contemporary Fiction in Latin America
SPAN 336	Latin American Women Writers

### Mode 3 – Quantitative Analysis and Reasoning

Courses in this category enable students to develop skills in quantitative reasoning and analysis beyond the level of basic mathematical competency. Therefore, students must have demonstrated basic mathematical competency (see pages 18-19) prior to meeting this requirement. Mode 3 courses share a commitment to enabling students to understand, interpret, analyze, and evaluate numerical data and other quantitative information. Students will enhance their ability to think systematically and logically, as well as gain tools and experience in solving problems that are numerical and logical in nature.

CS 101	<a href="http://www.computing.you">www.computing.you</a>
CS 112	Introduction to Computer Science I
CS 113	Introduction to Computer Science II
CS 226	Computer Organization and Architecture
IDS 225	The Art and Science of Patterns
MATH 103	Real-Life Math

MATH 106	Precalculus
MATH 115	Mathematics for Elementary School Teachers
MATH 118	Introductory Statistics
MATH 119	Mathematics of Decision Making
MATH 120	Calculus I
MATH 121	Calculus II
MATH 210	Discrete Methods
MATH 211	Linear Algebra
MATH 220	Multivariable Calculus
MATH 238	Applied Statistical Models
MGMT 110	Principles of Accounting

### Mode 4 – Scientific Inquiry

Courses in this category expose students to scientific disciplines, which encourage the exploration and study of the natural and physical world through application of the scientific method. This method of inquiry involves observing the analysis and interpretation of empirical data and the formulation and testing of hypotheses. These courses will include both theoretical instruction and experimentation in the laboratory or field.

BIOL 100	Human Biology and Social Issues
BIOL 102	Biology of Human Development
BIOL 109	Biology of Women
BIOL 113	General Biology
CHEM 107	Chemistry of Drugs and Drug Action
CHEM 109	Chemistry, Society, and the Environment
CHEM 111	Introductory Chemistry: Inorganic
CHEM 113	Principles of Chemistry
NUTR 101	Food Science
NUTR 111	Fundamentals of Nutrition Science
PHYS 105	Science and Technology in the Everyday World: The Way Things Work

PHYS/BIOL 103	Great Discoveries in Science	HIST 140/141	History of American Civilization, I: 1607-1877; and II: 1877-1975
PHYS 110	Introductory Physics I	HIST 201	The Dynamics of Japanese History
PHYS 112	Fundamentals of Physics I	HIST 203	History of East Asian and U.S. Foreign Relations
PSYC 201	Biological Psychology	HIST 206	The Rise of Modern China
Mode 5 – Social and Historical Perspectives		HIST 207	Gender, Family, and Society in Modern China
Courses in this category focus on the historical, economic, political, or social factors that influence individuals, groups, and/or institutions. Through such an examination, students will be able to describe and analyze historical and/or contemporary patterns and structures of social institutions.		HIST 213	Race and Ethnicity in U.S. History
ART 251	African Art: 3000 B.C. to the Present	HIST 214	Social Forces in American History
ART 255	African American Art	HIST 215	Women and Gender in U.S. History before 1890
AST 101	Introduction to Africana Studies	HIST 217	History of Latinos and Latinas in the U.S.
AST 265	History of Blacks in Media and Press	HIST 219	History of Sexuality and the Family
CHIN 310	Chinese Civilization: Past and Present	HIST 225	Witchcraft and Magic: Popular Religious Practices and Beliefs
COMM 124	Media, Messages, and Society	HIST 235	French Revolutionary Era: Politics and Culture
COMM 260	Journalism	HIST 237	Holocaust
ECON 100	Principles of Microeconomics	HIST 242	From Revolution to Republic: The United States, 1775-1850
ECON 101	Principles of Macroeconomics	HIST 248	United States Foreign Policy: 1898-1945
ECON 125	Women and Work	JAPN 310	Japanese Civilization
EDUC 156	Schools in an Era of Change	MGMT 131	Managing Cultural Diversity in Organizations
FREN 252	France at the Second Millennium: Myths and Post-modern Society	NUTR 110	Sociocultural Implications of Nutrition
FREN 254	The Legacy of France in the World	NUTR 150	International Nutrition Issues
FREN 316	Outside France: Perspectives from the French-Speaking World	PHIL 129	Philosophy of Science
HIST 100	World Civilizations I: Pre-Modern Societies	PHIL 241	The Beginnings of Philosophy: Plato and Aristotle
HIST 117	History through Novels and Film	PHIL 242	Making of the Modern Mind
HIST 127	Modern Europe I: 1789-1890	PHIL 243	Mind, Politics, and Society: 19 <sup>th</sup> Century Philosophy
HIST 128	Modern Europe II: 1890-Present	POLS 101	Introduction to American Politics

POLS 102	Introduction to International Politics
POLS 104	Introduction to Comparative Politics
POLS 217	American Public Policy
POLS 221	The Arab-Israeli Conflict
POLS 225	International Politics of East Asia
POLS 230	Modern Political Ideologies
PSYC 248	Social Psychology
SOCI 101	Principles of Sociology
SPAN 252	Spain Today
SPAN 310	Spanish Civilization
SPAN 312	Society and Politics in Latin America: The Collision of Two Worlds and the Search for Identity
SPAN 380	Migrant in the City: Fieldwork Seminar on Puerto Rican Culture

#### Mode 6 – Psychological and Ethical Development

Courses in this category allow students to analyze mechanisms underlying the function of the human mind and the resulting behaviors and systems of thought. Students analyze the formation of human development in terms of identity, beliefs, or values. They may explore the nature of ethical choice that guides human thought and action. They examine the personal implications of such issues as psychological well-being, ethical judgment, societal diversity, gender roles, and/or social responsibility.

IDS 224	The Origin of Conscience
PHIL 120	Introduction to Philosophy: The Big Questions
PHIL 121	Philosophy of Religion
PHIL 127	Ethics in the Workplace
PHIL 129	Environmental Ethics
PHIL 130	Ethics
PHIL 131	Biomedical Ethics
PHIL 133	Asian Philosophy
PHIL 136	Philosophy of Human Nature

PHIL 223	Philosophy of Race and Gender
PHIL 225	Ethical, Legal, and Social Issues in Information Technology
PHIL/POLS 232	Theories of Justice
PHIL 237	Philosophy of Mind
PHIL 238	Ways of Knowing
POLS 103	The Nature of Politics
PSYC 101	Introduction to Psychology
WST 100	Introduction to Multicultural Women's Studies
WST 200	Issues in International Women's Studies

### Independent Learning (at least 8 semester hours)

The independent learning requirement (ILR) is an essential component of a Simmons education. It constitutes a minimum of eight semester hours of a student's program. Independent learning emphasizes student initiative, planning, and implementation on a contractual basis with a faculty member.

There are several forms of independent learning opportunities available in the curriculum. These opportunities include independent study, senior thesis, integrative seminar, internship, and fieldwork. Students usually satisfy ILR in their major; however, a student may develop, with the consent of her adviser and department, such an activity in any discipline appropriate to her program.

Students with double majors should consult with their advisers to determine how to fulfill ILR. In most cases, these students can satisfy ILR in one of their two majors or by carrying out an independent study or internship that overlaps both disciplines.

A student may take up to twenty-four total credits of independent learning, but no more than sixteen credits of field-based independent learning (see below). Note that 349 Directed Study does not count towards ILR. Directed Study is a tutorial-style learning experience offered by some departments. Such courses normally cover material needed by a student for grad-

uation that is not offered during the year in which she needs the course.

## **Campus-based Independent Learning**

**Independent Study:** Independent study courses are numbered 350 and involve a course of study, generally initiated by the student, on a topic of interest to the student that culminates in a final paper or other substantial final project. The student meets with her faculty adviser on a regular basis to discuss the progress of her work.

**Thesis:** Thesis courses are numbered 355. Thesis involves substantial independent work on a topic chosen by the student. In addition, the thesis should be an extended piece of original work demonstrating familiarity with the knowledge and methodologies of the field. In the case of exceptional work, the department can award Honors to the thesis (see page 27). All theses require the consent of the academic department and must be approved by a faculty member who will oversee the project.

**Integrative Seminar:** The integrative seminar, numbered 390-399, is a departmentally- or divisionally-based seminar designated for independent learning credits. These courses integrate the disciplines or subfields within the discipline by focusing on a central problem, theorist, or debate at an advanced conceptual level in a seminar setting. A substantial part of the student's research for the seminar occurs independently of the class, and students are expected to have some responsibility for class discussion, including presentations. Students may take an integrative seminar more than once if the topic is different.

## **Field-based Independent Learning (no more than 16 semester hour)**

**Internship (4-16 semester hours):** Internship courses, numbered 370 to 379, involve a supervised learning experience grounded in theory and critical thinking. Internships are overseen by a Simmons faculty adviser and an on-site supervisor in a workplace setting selected by the student in consultation with her department and assisted by the Career Education Center. Internship can be project-based (and thus more focused) and

address a single question, problem, or project.

The internship must result in a reflective project appropriate to the field of inquiry. In most cases, this project will be a final paper, but it may also take the form of an artwork or a public performance, for example. Specific educational goals must be stated in advance of the student's work, and close supervision, both academic and professional, must be maintained at the site. Throughout her internship, the student has the opportunity and responsibility to attend regular progress meetings with her internship adviser and supervising field director.

**Field work/Practicum (4-8 semester hours):** Fieldwork courses, numbered 380 to 389, involve a research project or in-depth experience that takes place in the field; the student conducting fieldwork is responsible to the faculty member overseeing the project. Fieldwork gives students the opportunity to use and apply, under the supervision of a Simmons faculty member and outside the formal classroom, theoretical knowledge they have gained through their coursework. Fieldwork may take place concurrently with independent study or in an integrative seminar.

## **Marks and Evaluations**

Beginning with the class entering in fall 2002, every student must obtain a minimum grade point average (GPA) of 2.00, to be calculated from all courses taken at Simmons using the letter grade system, to be eligible for the baccalaureate degree. The grading system is based upon the following categories:

- A = 4.00
- A- = 3.67
- B+ = 3.33
- B = 3.00
- B- = 2.67
- C+ = 2.33
- C = 2.00
- C- = 1.67
- D+ = 1.33
- D = 1.00
- D- = 0.67

F (Fail) = 0

RW (Required Withdrawal) = 0

P (Pass)\*

AU (formal audit)\*

W (Approved Withdrawal)\*

\* *not included in GPA*

## Grading Options

A student may designate her grading options by filling out a form in the Office of the Registrar. This may be done at any time from registration up to (but not after) the day designated as the final day to add a course in each semester. Any student who fails to do so will automatically receive letter grades.

### Pass/Fail

A regularly enrolled Simmons student may take at most one four-credit course pass-fail in any given semester. The following courses may not be taken pass-fail:

- Multidisciplinary Core Course:  
MCC 101, 102, 103 Culture Matters
- Modern Languages and Literatures:  
All language courses numbered 101, 102, and 201; Level I or Level II language courses taken at another institution by a Simmons student while she is enrolled at the College
- Mathematics:  
MATH 101 and 102
- Independent Learning:  
Courses designated 350-399 or any whose purpose is to fulfill the independent learning requirement

If a student using the pass-fail option receives a P in a course, she will receive credit for the course, but the P will not be averaged into her GPA. If she receives an F in a pass-fail course, she will receive no credit for the course, and the F will be averaged into her GPA as zero.

### Formal Audit

A formal audit may be elected by any full-time undergraduate student after the first semester, provided that she has the instructor's permission and agrees to abide by the instructor's conditions

for the audit. A student may formally audit no more than one course each semester. There is no charge to full-time undergraduate students for a formal audit. A formal audit will appear on the student transcript, but no credit is given. A formal audit may not be used to satisfy any of the all-College requirements. More information on the formal audit option is available through the Office of the Registrar.

### Informal Audit

Any undergraduate student is permitted to informally audit a course with the permission of the instructor. No record of the student's work is kept, and she is not permitted to take the final examination. No credit is granted for an informal audit.

## Incomplete Situations

Required coursework must ordinarily be completed by the last day of final examinations. In extenuating circumstances, undergraduate students may request an "incomplete" by filing a petition with the Administrative Board. The petition, signed by the student and the instructor, should outline a plan to complete the work. It is the student's responsibility to monitor her progress and complete all work so that the instructor can submit a final grade by the date set by the board. Failure to submit work by the approved incomplete extension date may result in a grade of F.

## Course Repeat Policy

The course repeat policy enables students to repeat a course or two for credit on a limited basis in order to enhance their understanding of the subject or to improve their overall grade point average. The following principles apply to this policy:

- A student may repeat at most two Simmons courses for credit.
- If a course is repeated for credit, both versions of the course will appear on the student's transcript and be included in the student's grade point average.
- A student must earn at least 128 credits for graduation, not counting courses repeated for credit.

Special conditions concerning grading options, grades, and evaluations pertain to students enrolled in the education and human services, nursing, and health science for physical therapy programs. Students in these programs should contact their department chairs for additional information.

## Academic Difficulty

The records of students who are experiencing academic difficulty are reviewed periodically by the Administrative Board, a faculty committee charged with monitoring the academic standards of the College. This responsibility includes reviewing the records of any student who has two or more failures in a semester (including an RW); any student whose semester or cumulative grade point average is below 2.00; any student who as a result of her achievement in Simmons Summer School has a summer or cumulative GPA of less than 2.00; any student who applies for a leave of absence or withdraws from the College after the eighth week of the semester; or any student whose overall record is considered marginal.

The faculty has given the Administrative Board the authority to take whatever action is deemed appropriate to each individual's situation. Such actions may include a letter of warning, probation, continued probation, removal from degree candidacy, or exclusion. As a result of this review, special conditions may be imposed by the Administrative Board, in which case both the student and her parent or guardian (if the student is dependent) may be notified.

Warnings of academic difficulty are forwarded to the director of the Academic Support Center by individual faculty members throughout the academic year at Simmons, and counseling and assistance are made available. Mid-semester progress reports for every first-year student are also completed by the faculty and forwarded to the student and her academic adviser.

## Academic Honors and Recognition Programs

The Honors Program provides an opportunity for students with distinguished high school academic records who are newly entering the College or who apply after their first year. The program includes an interdisciplinary honors seminar course in the first year, opportunities for honors courses in subsequent years, specially arranged co-curricular activities, and a seminar in the senior year (see page 137). Selected for the program by an honors review committee, students are required to maintain a minimum grade point average of 3.00 in order to remain in the program. Seniors in the honors program must also complete an honors version of the independent learning requirement. For more information about applying to the honors program, see page 38.

Departmental Honors are offered by every department to qualified students. The student must fulfill the following requirements in order to be granted departmental honors:

- She must have a superior record in the major;
- She must complete a thesis or project that has been approved by the department or program and supervised by at least one faculty member within the department and receive a grade of A or A- on that thesis or project; and
- She must present her work to the department or program at a designated forum.

In some cases, individual departments may have more specific guidelines for departmental honors. See the individual department listing for such details.

The Dean's List was established to recognize undergraduate students' academic excellence. To be included on the dean's list, compiled each semester, a student must have obtained a semester GPA of at least 3.50, have earned at least twelve credits using the letter grade system, and not have been found guilty of violating the Honor Code of Responsibility during that semester.

Academy is the honor society of Simmons College. Senior students who have demonstrated superior achievement according to the rules of the faculty and who have not been found guilty of violating the Honor Code of Responsibility may qualify for admission after completing at least forty-eight semester hours of Simmons credit using the letter grade system. Students are considered for academy at three points during their senior year. Usually, as a result of this process, the number of students admitted into academy equals about ten percent of the senior class by the end of the academic year.

Departmental Recognition is given by individual academic departments to recognize those seniors with a grade point average of 3.50 or above whom the department designates as having done outstanding academic work in and/or exceptional service to the department. Such recognition is included on the student's transcript as departmental recognition.

Latin Honors—*summa cum laude* (3.90-4.00), *magna cum laude* (3.75-3.89), and *cum laude* (3.55-3.74)—are granted to graduating seniors who achieve grade point averages at a distinguished level, have earned at least forty-eight semester hours of letter grades, and are not in violation of the Honor Code of Responsibility.

## Principles and Policies

Simmons has committed itself to the following principles and policies:

### Student Principles

Individual responsibility is the foundation of the Simmons community. The student's enrollment at the College carries with it the expectation that she will abide by the Honor Code of Responsibility:

- Each member of the Simmons community is responsible for maintaining a high level of integrity, honesty, and trust within the community.

- Each student is responsible for presenting work of her own creation and for not representing as her own work that which is not hers.
- Conduct in keeping with the policies outlined in the *Student Handbook* and all other official College publications is expected of each member of the Simmons community.

The College reserves the right to require the withdrawal of any student who does not maintain acceptable academic standing or modes of behavior as outlined in the *Student Handbook* and other official publications.

Enrollment in a course implies a reciprocal agreement entered into by the instructor and student. The instructor is obliged to teach, to evaluate student work, and to be available for conferences during designated office hours; the student is obliged to complete all work by the assigned deadlines, to attend all classes, and to devote sufficient out-of-class time to course material. Three hours spent out of class in preparation for every hour in class is a reasonable expectation.

Attendance and punctuality are expected at all classes. While there are no established College-wide penalties for absences, the instructor may take attendance into account when evaluating the student's performance in the course. In accordance with Massachusetts state law, no student will be penalized for absence due to religious observances.

A student who is experiencing difficulty with a course is encouraged to discuss her progress with her instructor as soon as possible. Her faculty adviser may also be able to assist with advice or resources. Students who are concerned about the quality of instruction in a course are urged to share that concern first with the instructor, then with the chair or director of the department or program in which the course is taught. If no resolution is reached, the student may pursue her grievance to the associate dean in the CASPS Office of the Dean.

Simmons students are actively involved in and concerned with the affairs of the College. They participate regularly in formal and informal discussions with the president and the faculty, serve

on designated faculty committees, meet with candidates for faculty positions, and participate in the orientation of new students. Academic departments keep in touch with student concerns through liaison meetings.

## Student Policies

The College's practice in regard to student recordkeeping is based on the provisions of the Educational Privacy Act of 1974 and is intended to be a safeguard against the unauthorized release of information. Information on the Family Educational Rights and Privacy Act and students' rights under the law are available in the *Student Handbook*.

All students are given equal access to the College's programs and resources. In accordance with applicable law, admission to the College's undergraduate baccalaureate program is reserved for women. The College is committed to admitting students of any race, color, sexual orientation, or national and ethnic origin to all the programs and activities generally made available to students at the College, including scholarship and loan programs, athletic programs, and other College-administered social, educational, and recreational programs, and student services.

An undergraduate student who wishes to withdraw from the College must notify the registrar in writing in advance of her withdrawal. Students are urged to consult with their advisers, the dean for student life, and their parents or guardians before making a decision to withdraw from the College. For further information, consult the *Student Handbook*.

## College Principles

Simmons College strives to ensure that all decisions concerning the educational progress of its students are based on considerations appropriate to an academic institution and not on factors such as race, color, sexual orientation, religion, age, national origin, handicap, or veteran status.

Simmons is committed to creating an atmosphere within which the diversity of its individual members meets with understanding, respect, and encouragement and where discrimination and

harassment by any member of the faculty, staff, or student body against any other will be condemned and redressed. The College does not tolerate sexual harassment of employees or students.

## College Policies

Simmons College subscribes to the policies set forth in the Americans with Disabilities Act of 1990 and in Section 504 of the Federal Rehabilitation Act of 1973, which mandates equal opportunity for qualified handicapped persons in educational programs and activities.

Simmons College subscribes without exception to the Campus Security Act of 1990. It is College policy to provide members of the College community with information, reports, and statistics as required by P.L. 101-502; to maintain working relationships with other law enforcement agencies to ensure cooperation between different law enforcement jurisdictions; and to provide educational programs designed to increase crime and safety awareness among students, faculty, and staff. For information regarding the Campus Security Act, contact the director of public safety at 617.521.2289.

In addition, data regarding retention at Simmons is available from the registrar of the College, in compliance with P.L. 94-482. For information regarding graduation statistics, contact the Office of the Registrar at 617.521.2111.

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## Administration

The Corporation of Simmons College was chartered in 1899 in accordance with the will of John Simmons. It is the overall governing body of the College and consists of the Board of Trustees and non-Trustee members (called corporators). The Corporation annually elects members to the Board of Trustees and the Corporation.

The Board of Trustees is entrusted with the management of the business, property, and affairs of the College, including setting overall policy for the College, appointing the president and officers of the College, approving the granting of degrees and other academic functions, and ensuring the responsible use of its assets for the long-term health of the institution.

The President is appointed by the Board of Trustees and is the chief academic and executive officer of the College, responsible for the academic and financial administration of the College in accordance with policies established by the Board. The vice presidents and academic deans report to the president. The president acts as a liaison between the Board of Trustees and the faculties; works with members of the Board and the Simmons community to plan and budget for College needs; and fosters an open, collegial environment for faculty, staff, and students. In addition, the president works closely with alumnae/i, business, government, foundations, educational associations, and other external constituencies and ensures that the College plays an active role in Boston-area community relations and higher education on a national level.

The College Counsel manages the legal affairs of the institution and oversees all other functions in the Office of the President as well as the Office of Human Resources.

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## Student Services

In keeping with its philosophy of individual study, personal development, and career preparation, the College offers a variety of programs and services for its students.

### Academic Support Center

Director: Rose Wright

Web site: [www.simmons.edu/students/support/asc](http://www.simmons.edu/students/support/asc)

The Academic Support Center (ASC) provides an array of services to undergraduate and graduate students to support their academic work and assist them in academic decision-making. Students receive assistance with study skills development, time management, test preparation, and academic motivation. Study groups help students apply general learning strategies to the specific content of many introductory and some advanced courses. The ASC also provides course tutors when a student needs one-on-one help.

The Writing and Study Center offers one-on-one writing tutoring to all Simmons students. Graduate and undergraduate peer writing tutors can address writing concerns of first year through graduate students. All tutors are trained to work with native as well as non-native speakers of English and offer support for the full writing process: reading, planning, drafting, revising, and self-editing.

Additional services provided by the ASC include: an English-as-a-second-language specialist, who helps non-native speakers improve their language skills and adjust to the American academic environment; a mathematics adviser, who works with students who need review for the math competency exam; and a learning disabilities (LD) specialist, who provides academic support and advocacy for students with learning disabilities. Students identified as having learning disabilities can meet with the LD specialist to learn compensatory strategies that help them succeed by using their strengths. All students with documented disabilities may receive accommodations

from the coordinator for students with disabilities after they submit current documentation to the disabilities coordinator. Strategy workshops for faculty and students are offered each semester.

## The Office of Alumnae/i Relations

Director: Jaye Smith

Web site: [www.simmons.edu/alumnae](http://www.simmons.edu/alumnae)

The Alumnae Association, which represents more than 27,000 graduates of the undergraduate college, works with the support of the Office of Alumnae/i Relations to serve and advance the interests of the College. A very active alumnae network exists worldwide to recruit and assist students in their educational pursuits and in their leadership and career development through scholarships, mentoring, and internship programs. The undergraduate alumnae network includes more than forty-five alumnae clubs and designated contacts in the United States and in Europe. Locally, the Alumnae Association works with the Student Alumnae Association to sponsor and support programs that foster a spirit of fellowship among alumnae, students, faculty, and administration and to familiarize students with the important roles and responsibilities of alumnae in the Simmons community. Alumni provide important financial support to the College through annual, capital, and planned gifts. The African American Alumnae Association, founded in 1989, administers networking, academic, and other programs for undergraduate alumnae and students. The Office of Alumnae/i Relations also oversees much of the graduate alumni programming at the College, including continuing education, professional outreach programs, and reunions for many of the graduate schools. Graduate alumni represent nearly half of the College's more than 50,000 graduates.

## Alumnet

Graduates of the College are invited to participate in Alumnet, the online community for Simmons alumni. This service allows alumni to maintain close ties with the College or College friends, even when they are not living in the

Boston area.

Simmons graduates must register in order to participate in this online community. To register, log on to [alumnet.simmons.edu](http://alumnet.simmons.edu) and click on "First Time Users." For more information, please contact [alumnet@simmons.edu](mailto:alumnet@simmons.edu) or call 800.246.0573.

## The Career Education Center

Director: Sherry Kravitsky

Web site: [www.simmons.edu/career](http://www.simmons.edu/career)

The Career Education Center (CEC) assists undergraduates, graduate students, and alumni at all stages of their career development. Students who need assistance with identifying their interests, skills, personality, and values in order to make effective career decisions and major selection and alumni who wish to evaluate and prepare for possible career changes are encouraged to use the services of the center. In workshops or in one-on-one meetings with career counselors, students and alumni receive help in preparing for a job search, identifying compatible employment, and focusing on long-term career goals. A variety of resource guides and a monthly newsletter provide valuable information.

Annually, the CEC lists more than 3,000 positions in business, industry, health, education, government, public affairs, and human services. Recruiters from these fields and others visit the College each year to interview seniors and graduate students for full-time employment. An online recruiting system called Sharklink facilitates the on-campus recruiting program and maintains all employment listings. Students can access the system through the center's Web site or by going to [sharklink.simmons.edu](http://sharklink.simmons.edu). In addition, recommendations from Simmons faculty members and former employers may be put on file in the CEC and made available when needed to support new job or graduate school applications.

The CEC also has student employment resources. Staff members help students seeking jobs or internships during the academic year and during vacation periods. The center maintains listings for both on- and off-campus employment,

funded either by the employer(s) or through the Federal Work-Study Program. Descriptions of internship and off-campus learning experiences are kept in the center and circulated to appropriate academic departments.

Finally, the CEC offers IDS 110 Career and Life Planning (see page 137 for description), a course designed to meet the needs of students who want to explore their career and academic options and learn career self-management tools. Composed of exercises that guide students through the process of self-assessment and career exploration to teach skills in decision-making and goal-setting, this course helps prepare women for twenty-first century careers and for the global, professional world.

## College of Arts and Sciences and Professional Studies, The Office of the Dean

Dean: Lynne Goodstein

The Office of the Dean of the College of Arts and Sciences and Professional Studies (CASPS) provides leadership in the areas of graduate and undergraduate curriculum, admission, faculty development, and student academic progress and awards. The dean is responsible for CASPS's academic departments, graduate studies programs, full and adjunct faculty, budgets, strategic planning, and curriculum development. The dean also oversees the Office of Undergraduate Admission, the Dorothea Lynde Dix Scholars Office of Admission, the Boston Semester Program, the Office of Graduate Studies Enrollment Management/Admission, the Simmons Institute for Leadership and Change, the Academic Support Center, and the Career Education Center.

For further information, contact [CASPS@simmons.edu](mailto:CASPS@simmons.edu) or 617.521.2091.

## The J. Garton Needham Counseling Center

Director: Dr. Jonathan Ehrenworth

Web site: [www.simmons.edu/students/counseling\\_center](http://www.simmons.edu/students/counseling_center)

The J. Garton Needham Counseling Center's staff offers personal counseling services to students who wish to discuss confidentially their concerns and questions with a staff psychologist or intern in psychology, social work, or counseling. Following an initial evaluation, the counselor will recommend appropriate ways of helping the student cope with these concerns. Consultation services are available to any member of the Simmons community who is concerned about a colleague, fellow student, or friend. These services are available at no cost and are confidential, as provided by state law.

## The Office of Student Financial Services

Director: Diane Hallisey

Financial Aid Web site: [www.simmons.edu/financial\\_aid](http://www.simmons.edu/financial_aid)

The Office of Student Financial Services consists of the financial aid, student accounts, and cashiering functions. The office administers a comprehensive financial aid program, which includes institutional, federal, and state grants and loans. This funding may make a Simmons education available to students who are unable to finance costs entirely on their own. This office is also responsible for the collection of student account charges, processing of student loan funds, and servicing students on financial issues.

## The Simmons College Health Center

Director: Susan Glazer

Web site: [www.simmons.edu/students/health/center.html](http://www.simmons.edu/students/health/center.html)

The Simmons College Health Center is located on the residence campus. The staff includes the medical director, administrative director, several staff physicians, a consultant in gynecology, and registered nurses and nurse practitioners. The walk-in clinic is open daily, including evenings and weekends, and is staffed by registered nurses. A staff member is on call for consultation when the Health Center is closed. Physicians and nurse practitioners also have daily office hours during

the school year. Limited services are available during the summer and school vacations at Simmons and at the Wentworth Institute of Technology Health Center, which is operated by Simmons.

## Health Requirements and Recommendations

Every undergraduate and graduate student must submit a health certificate, which includes immigration records, to the medical director prior to registration. The College provides these forms through the undergraduate and graduate admission offices.

A compulsory health fee payment of \$488 annually (\$244 each semester) is required of all full-time registered undergraduates and those graduate students living on the residence campus. Other graduate students not living on the residence campus may elect to use the Health Center by paying the health fee or on a fee-for-service basis. The health fee covers the use of all Health Center facilities during the undergraduate calendar year. The fee does not cover charges for prescription medications. Consultations with physicians outside the Health Center, as well as X-rays and laboratory tests not available at the Health Center (e.g., specialized tests or emergency procedures that may be necessary), are also not covered by the health fee. State law requires all students to carry health insurance to cover these costs. If not covered by a family plan, students may purchase health insurance through the College. For details, consult the *Student Handbook*.

## The Office of Leadership and First-Year Programs

Director: Deborah Cady

Web site: [www.simmons.edu/students/activities](http://www.simmons.edu/students/activities)

The Office of Leadership and First-Year Programs works to instill in students self-confidence through individual student development, contributive citizenship through community involvement, and sensitivity to differences through the purposeful interaction amongst peers in programs, activities, and leadership

opportunities. Complementing the classroom experience, the staff provides intentional co-curricular opportunities for students to learn social responsibility and to explore their leadership style in today's world. In addition to developing the whole person, the Office of Leadership and First-Year Programs builds a campus spirit through the empowerment and support of clubs and organizations and their programs and activities.

Beginning with the first year, the Office of Leadership and First Year-Programs assists the new student in her transition to the Simmons community by affirming her college choice, providing information on college resources, offering challenging new experiences, and integrating her into the greater community. The staff further supports the Simmons undergraduate beyond her first year by nurturing individual growth and cooperative citizenship with the longer-range intention of preparation for leadership in the global world.

The office also manages the activities center, home to organization offices, student publications, the student business managers, and the information desk, which sells postage stamps, discounted tickets, and subway passes.

## The College Libraries

Director: Daphne Harrington

Web site: [www.simmons.edu/libraries](http://www.simmons.edu/libraries)

The College libraries' mission is to support and enhance the academic, instructional, and intellectual programs of Simmons College. The libraries achieve this goal by acquiring and making readily accessible a wide variety of print, media, and electronic materials and by offering a full range of information services.

The library staff provides in-depth reference and interlibrary loan services and works closely with faculty to provide library instruction programs. The libraries offer important automated services, including computerized circulation; an online catalog available via the World Wide Web; campus-wide access to over one hundred electronic resources, including periodical literature search-

ing; and access to other libraries' online catalogs.

The Simmons College libraries consist of several major components that provide access to a book and journal collection of more than 280,000 volumes and over 1,800 periodical subscriptions. Beatley Library, the main College library, houses the bulk of these titles, as well as a rapidly expanding collection of media materials. A comprehensive reference collection and circulating collections that support the curricula of the College are major assets of the Beatley Library. Beatley Library also houses the support collections on social service and policy for the School of Social Work.

The College's Colonel Miriam E. Perry Goll Archives, located in the main college building, houses a collection of historical materials relating to Simmons and to the history of professional education for women.

The Career Resource Library (CRL) offers an extensive listing of Web sites with links to employer research, job listings, and sources for career-related information. The CRL also utilizes electronic resources that focus on graduate schools, career self-assessment, and industry information. To complement the virtual library, other resources and services include a collection of books, periodicals, reference sources, and computer workstations for printing resumes and cover letters. The CRL staff offers a series of workshops and individual research consultations.

The Graduate School of Library and Information Science Library on the fourth floor of LeFavour Hall houses a specialized collection containing both historical and current material on book publishing, library management, and information services.

The School of Management Library opened in 1983 to support the specialized needs of graduate management students. The facility is at 419 Commonwealth Avenue, Boston.

The Simmons College Libraries belong to the Fenway Library Consortium, which is composed of fifteen nearby libraries. Current members of the Simmons community have library privileges at the other fourteen libraries, which

include the Brookline Public Library and libraries at Emerson, Emmanuel, Hebrew, Lesley, and Wheelock Colleges; Massachusetts College of Art; Massachusetts College of Pharmacy and Health Sciences; Suffolk University; University of Massachusetts at Boston; Wentworth Institute of Technology; the New England Conservatory of Music; and the Museum of Fine Arts, including the School of the Museum of Fine Arts.

## The Media Center

Director of Media Resources: Bernard Colo  
Web site: [www.simmons.edu/faculty\\_staff/resources/technology/media](http://www.simmons.edu/faculty_staff/resources/technology/media)

The Media Center, located on the first floor of the Beatley Library in room L-105, provides instructional media for student projects as well as presentations. Facilities include both linear and non-linear video editing facilities and graphic production equipment for traditional and computer-generated presentations. The center provides the Simmons community with a variety of services, including media operation instruction, training in the College's electronic classrooms, and assistance in acquiring media materials and equipment. Video playback, multimedia computer stations, slide editing and viewing, and compact disk and audiotape playback are also featured in the Media Center.

## Microcomputer General Access Labs, Computer Classrooms, and Departmental Computer Labs

Web site: [www.simmons.edu/students/technology/facilities.html](http://www.simmons.edu/students/technology/facilities.html)

General access computer labs and classrooms are conveniently located throughout the College in the basement of the Beatley Library (L109), on the residence campus (Mesick Hall, North Hall, Simmons Hall, Smith Hall), and at the School of Management. In addition, several academic departments house specialized labs for students: communications (L505 and L504A), mathematics and computer science (S241 and

S251A), and the Graduate School of Library Science. Simmons also houses several computer classrooms used by faculty and staff for technology instruction; these facilities are located in the Beatley Library (L102 and L103) and in the Park Science Center (S150).

## Physical Education, Inter collegiate Athletics , Recreation, and Intramurals

Director: Alice Kantor

Web site: [www.simmons.edu/students/athletics](http://www.simmons.edu/students/athletics)

At Simmons, opportunities for intercollegiate, intramural, and recreation participation are offered to all students of the College. Students of many athletic backgrounds and skill levels can find a way to enjoy exercise at Simmons, whether they are on their way to a conference championship with their varsity team or unwinding after a difficult exam. Opportunities are available to compete as a varsity athlete against other athletes from around New England; to play on an intramural team against residence hall friends, faculty, and staff; to learn new skills or further develop existing ones through fitness instructional courses; and to enjoy the outdoors on a recreational outing.

The intercollegiate athletic program emphasizes the pursuit of athletic excellence and enjoyment of competition against New England colleges. As a NCAA Division III institution, Simmons houses sports teams with a tradition of high-caliber student athlete participation and is a competitive member of the Great Northeast Athletic Conference. Over the past three years, Simmons's varsity teams have finished third or higher during regular season and tournament competitions, and Simmons's soccer team won the 1996 and 1998 Conference Soccer Championship. Furthermore, many athletes have achieved All-American, All-New England, All Conference, and All-Tournament honors.

Being a member of a varsity athletic team is a serious commitment. Most student athletes manage a rigorous academic schedule along with ten to twelve hours per week at a job. Teams are invited back to campus early for pre-season training, and once the athletic seasons are underway, most

teams practice and compete late on weekday afternoons and early Saturday mornings. Eight sports teams are sponsored: basketball, crew, field hockey, novice crew, soccer, softball, swimming and diving, tennis, and volleyball.

The Lifelong Exercise and Activities Program (LEAP) is designed to provide non-credit instructional classes, workshops, field trips, professional development training, recreational activities, and intramurals. The intramural program is for those students who want to participate in recreation that can be either competitive or social. Students may form teams with their student organizations, residence halls, or academic departments or participate as individuals. Members of the Colleges of the Fenway have joined Simmons to compete in selected intramural leagues ending with a championship tournament. Leagues and championships offered from time to time include basketball, co-ed volleyball, co-ed flag football, inner tube water polo, indoor soccer, softball, tennis, and co-ed ultimate frisbee.

LEAP also offers instructional classes, workshops, and clinics to those individuals eager to learn or develop physical skills and fitness. Taught by trained professionals recognized regionally and nationally, instructional offerings include aerobics, aquatics, cardio-boxing, dance, fitness and conditioning, outdoor adventure, professional leadership development, safety, and wellness.

Opportunities for recreation activities throughout New England are available through LEAP. Sponsored by the Department of Athletics, these outings are mostly day trips, but several weekend events are planned as well. Whether it's hiking in the White Mountains of New Hampshire, skiing at Sunday River in Maine, or rollerblading on the Esplanade, recreation trips provide, along with guided instruction, outdoor enjoyment of physical activity.

## Athletic Facilities

The Holmes Sports Center features a competitive eight-lane swimming pool; an on-deck spa and sauna; a gymnasium consisting of one regulation wood-floor basketball court, two regulation volleyball courts, and three regulation badminton courts; two racquetball and two squash courts; an

indoor suspended running area; a maple-floor dance studio; two rowing tanks; and three fitness rooms including Eagle weight equipment, free weights, and cardiovascular training equipment such as treadmills, rowing ergometers, stationary bicycles, and Stairmasters.

## The Office of the Registrar

Registrar: Donna Dolan

Web site: [www.simmons.edu/students/registrar](http://www.simmons.edu/students/registrar)

The general functions of the Office of the Registrar are to maintain student records and to report data based on this information to the Simmons community and to specific outside agencies. Services to students include registration, reporting of grades and transcripts, evaluating transfer credit and fulfillment of all-College degree requirements, and coordination of information for planned educational leaves of absence. In addition, the Office of the Registrar is responsible for coordinating cross-registration within the Colleges of the Fenway and other consortium institutions. The Office of the Registrar staff works with the academic deans to schedule class times and room assignments and distributes class lists, grade rosters, and records for student advising purposes. The Office of the Registrar also provides supportive services to many of the College's administrative committees.

## The Office of Residence Life

Director: Elizabeth Pierce

Web site: [www.simmons.edu/students/residence](http://www.simmons.edu/students/residence)

The Office of Residence Life coordinates all aspects of the residential living experience, contributing to co-curricular education by providing a wide variety of services, leadership opportunities, and educational activities for all residential students. Special housing options create a living/learning environment and foster personal growth and development. A faculty associates program provides many avenues for informal interaction between Simmons College faculty and students. Staffed by a combination of full- and part-time professionals and paraprofessionals, the

Office of Residence Life works with students to create an environment that encourages mutual respect and supports the diversity and individuality of community members.

Most undergraduate residence halls are corridor style with double and triple rooms. Single and suite-style living is generally available for seniors. Graduate students and Dix Scholars are housed in single and double rooms. Special interest housing options, including wellness, community service, limited visitation, and extended quiet hour areas, are available to undergraduate students. Assignments are based on availability and students' preferences as stated in the application for housing.

## The Office of the Dean for Student Life

Dean: Sheila Murphy

The Office of the Dean for Student Life coordinates a comprehensive set of programs and services designed to enhance the undergraduate and graduate student educational experience. The student life division includes the Department of Athletics and Physical Education, the Counseling Center, the Health Center, the Office of Residence Life, the Chaplaincy, and the Office of Leadership Development and First-Year Programs.

Information about Simmons College policies, procedures, and academic and social programs is available through the Office of the Dean for Student Life. The office staff members serve as resources and advocates for students on a variety of issues related to their Simmons experiences. Services provided include general advising for all students and advising and programming for commuter students, Dix Scholars, international students, and ALANA (African American, Latina/o, Asian, and Native American) students. Staff members also administer the domestic exchange, Student Service Adviser, and retention programs.

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## Undergraduate Admission

### FIRST-YEAR STUDENTS

Simmons students come from most of the fifty states and more than thirty countries. They represent varied geographic, religious, racial, ethnic, and economic backgrounds and have a variety of interests—in their studies as well as their extracurricular activities.

Retaining this diversity and maintaining a high standard of academic achievement is the responsibility of the Committee on Admission. The members of the faculty and administration who make up the Committee on Admission meet regularly to review each applicant's credentials and discuss applications individually, selecting for admission those students who appear to be best qualified for Simmons. The most important credential for each applicant is the high school record. A careful study of the number and level of courses that a student has taken, her grades, and her recommendations give the committee an indication of the kind of work she can be expected to do in college. A student must have earned a high school diploma or General Equivalency Diploma (GED) prior to matriculation. In addition to evidence of academic ability, the committee looks for students who have shown the motivation to succeed and an interest in serving their communities, as well as those with special talents and leadership qualities. What the student says about herself, particularly in her application essay and during the interview, provides the committee with a sense of her interests and the kinds of activities to which she has devoted her time and energy. The results of the required standardized tests help to complete the picture.

### Application Procedure for First-Year Students

Simmons offers two admission plans for first-year student applicants:

1. **Early Action:** Students who are interested in learning about their admission decision early

in the cycle may apply Early Action. The Early Action plan is a non-binding plan. The deadline to apply Early Action is December 1, with notification of a decision no later than January 20. Students not accepted under the Early Action plan will automatically be reconsidered with the regular applicant pool.

2. **Regular Decision:** The application deadline for regular decision is February 1. Notification of a decision will be sent no later than April 15. Simmons subscribes to the national candidate's reply date of May 1.

### Required Credentials

1. **Application Form:** The Simmons application and a nonrefundable \$35 fee should be submitted to the Office of Undergraduate Admission for regular decision candidates by February 1. Early Action candidates should apply by December 1. Students applying for the spring semester, which begins in January, should submit an application by December 1. The Common Application may be used in place of the Simmons form for students applying for regular decision.

2. **Application for Financial Aid:** Refer to page 45 for application details.

3. **Tests:** Every applicant must take either the SAT I: Reasoning Test or the American College Testing Assessment (ACT). (The ACT code for Simmons is 1892.) Applicants whose native language is not English should see the test requirements for international students (page 41). All tests should be taken no later than the January testing date of the applicant's senior year. Scores should be reported to Simmons by the College Board. (The CEEB code for Simmons is 3761.) For information concerning these tests, visit the College Board Web site at [www.collegeboard.com](http://www.collegeboard.com) or the American College Testing Assessment Web site at [www.act.org](http://www.act.org).

4. **Secondary School Record:** An official transcript from the secondary school is required as proof of graduation.

5. **Recommendations:** The applicant must submit two official recommendations from the high school she attends, one from a guidance counselor

and one from a teacher. A student may submit additional recommendations if she so chooses.

6. Personal Interview: Each applicant should visit the College if possible. An interview is strongly recommended. The admission office is open for interviews year-round Monday through Friday from 9:00 a.m. to 4:00 p.m. and during certain times of the year on Saturday from 9:00 a.m. to 1:00 p.m. Please make appointments as far in advance as possible.

7. Deferred Admission: Students who are not able to attend Simmons the semester for which they were accepted may request to have their acceptance deferred to the next semester or the next academic year. Requests must be submitted in writing to the admission office prior to the expected enrollment date.

## Advanced Placement

Academic credit and/or advanced placement in courses taught at Simmons may be granted to students who have completed advanced placement (AP) courses in secondary school. Achievement in the AP tests of the College Board is recognized as follows: eight credits will be given for a score of five; four credits will be given for a score of four; possible credit will be given for a score of three upon the recommendation of the appropriate department after a review of the student's AP examination; and no credit will be given for scores of one or two. AP credit may not be used to replace the required first-year course (MCC).

## Merit Scholarship Programs

Simmons offers several academic scholarships for incoming students:

### Centennial Scholar Program

The Centennial Scholars program includes a full tuition scholarship plus a stipend towards the cost of books for students who are named National Merit Semi-Finalists and have earned a cumulative high school grade point average of 3.50. The scholarship is renewable for four years with a Simmons cumulative grade point average of 3.20.

## Honors Program and Scholarship

Each year a small percentage of entering first-year students with excellent high school academic records will be chosen as Honors Scholars and receive a half-tuition scholarship for each of their four years at Simmons, so long as a grade point average of 3.00 is maintained. In addition to receiving an award, students participate in the honors program, an interdisciplinary four-year program. For consideration, the student must submit an honors program application by March 1. Outstanding rising sophomores may also apply for consideration for the honors program. For more information on the program's curriculum, see page 27.

## Dorothy Boulding Ferebee Scholarship

The Dorothy Boulding Ferebee Scholarship is offered each year to a select number of incoming ALANA (African American, Latina, Asian, and Native American) students. All ALANA seniors in high school who have distinguished themselves academically as well as in community service and co-curricular activities are eligible for consideration. Winners of the scholarship competition are awarded a half-tuition scholarship for each of their four years at Simmons, with a grade point average of 3.00. For consideration, students must submit a Ferebee Scholarship application by March 1.

## Simmons Boston Scholarships

Two graduates of Boston public high schools are chosen annually as Boston Scholars. This scholarship provides full tuition scholarships and is renewable with a Simmons grade point average of 3.00.

## Simmons Alumnae Scholarships

Simmons Alumnae Scholarships are renewable scholarships provided for select daughters and granddaughters of Simmons graduates.

## The John Simmons Scholarship

The John Simmons Scholarship, a \$10,000 award renewable with a 3.00 Simmons grade point average, is awarded to admitted students who have demonstrated outstanding academic achievement. The John Simmons Scholarship is awarded at the time of acceptance and is subject to availability of funds.

## Presidential Excellence Award

The Committee on Admission grants the Presidential Excellence Award to a select group of students to acknowledge their extraordinary contributions to high schools and communities. Leadership, service, and co-curricular achievements distinguish candidates for this annual scholarship of \$5,000. The Presidential Excellence Award is renewable for four years with a Simmons grade point average of 3.00.

## The Excel Program

The Excel program is designed for students who are highly motivated but who do not meet all of Simmons's standard admission requirements. Offering an opportunity to develop writing, mathematics, and study skills, this program is an excellent way for students to jumpstart their education. After successfully completing the four-week summer residential program, participants are admitted to Simmons for the fall semester as regular students. SAT or ACT exam scores are optional for consideration for the Excel program.

Depending on the skills that need to be strengthened, Excel students are placed into one of the following courses:

### First-Year Writing

This course, designed for both native English speakers and English-as-a-second-language students, helps students refine their technical skills, teaches form and content, and helps with argument design and analysis.

### Excel Mathematics (101)

This course reviews materials covered in high school and satisfies the competency in basic mathematics requirement (see pages 18-19).

The benefits of the program include four semester hours of course credit; a reduced course load in the fall semester; early registration and work with a faculty adviser; and introduction to faculty, administrative offices, and support services. Applicants to the Excel program are eligible to apply for financial assistance.

## TRANSFER STUDENTS

Students with advanced standing are also admitted to the College as transfers. A transfer student is anyone enrolling in Simmons for the first time who has earned at least nine college-level credits at another accredited institution. Transfers are accepted for both the January and September terms. Transfer credit is generally granted for courses comparable to those offered by Simmons that were successfully completed with a grade of at least C- at another accredited institution. To be eligible for the Simmons degree, transfer students must spend at least three semesters at Simmons and earn a minimum of forty-eight semester hours of credit. Students interested in the nursing, physical therapy, or physician's assistant programs must contact the admission office before applying to check on openings in and specific requirements for these programs.

Simmons has articulation agreements with Roxbury Community College, Bunker Hill Community College, Middlesex Community College, North Shore Community College, and Community College of Rhode Island. Students interested in the details of these agreements should contact the registrars at these community colleges.

Students aged twenty-three or older should apply to Simmons through the Dorothea Lynde Dix Scholars Program. Please see pages 41-43 for details.

## Application Procedure for Transfers

1. Application Form: Each applicant completes an application provided by the Office of Undergraduate Admission and returns it with a nonrefundable \$35 fee. Though transfer applications are reviewed on a rolling basis, April 1 is the

preferred application deadline for entrance in the fall semester. Notification of decisions is on a rolling basis. Accepted students who apply by April 1 and decide to enroll will be requested to submit a deposit no later than June 1. Students who apply after April 1 will be given a deposit deadline based on the date of decision. Students interested in enrolling for the spring semester should apply no later than December 1. For students applying as transfer candidates for the program in nursing, applications should be submitted by March 1.

2. Application for Financial Aid: Refer to page 45 for application details.

3. Secondary School Record: An official transcript from the secondary school showing proof of graduation is required. The applicant should contact her high school directly for this information.

4. Tests: Standardized test results are required of each applicant. This requirement may be met by taking either the SAT I: Reasoning Test or the American College Testing (ACT) Assessment. For information concerning these tests, visit the College Board Web site at [www.collegeboard.com](http://www.collegeboard.com) or the American College Testing Assessment Web site at [www.act.org](http://www.act.org). International students whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) in place of the SAT I or ACT. Scores of tests taken before college entrance may be submitted. In all cases, the applicant is responsible for having the test results forwarded to the admission office. Applicants who have not taken any tests should contact the admission office.

5. College Record: An official transcript from each college attended is required. When final grades are available, the applicant must file a supplementary transcript.

6. Midterm Grade Report: The Committee on Admission requests that each applicant have her current instructors send midterm reports with her expected grades to the admission office. A form is provided in the transfer application.

7. College Recommendations: A recommendation from a faculty member and a letter of good standing from the academic dean at the applicant's most recent college are required. Forms for this purpose are included with the application materials. As directed on the form, the dean must also indicate the current academic status of the applicant.

The Simmons admission office keeps all credentials for one year. Therefore, applicants should notify the office if they have previously applied to the College, as some of the required credentials may already be on file.

## Advanced Placement for Transfer Students

To receive advanced placement credit, a transfer student must have taken the College Board Advanced Placement Examination before she matriculated at the college she attended as a first-year student, and she must apply for credit no later than the end of her first semester at Simmons. She must also submit to the registrar the official Educational Testing Service's verification of her scores. For additional information about advanced placement credit, please see page 38.

## Second Baccalaureate Degree

Qualified students holding a baccalaureate degree may be admitted to the College as candidates for another baccalaureate degree. They are allowed to apply, where appropriate, up to a maximum of eighty credits from the first degree toward the second degree.

After admission to the College, students twenty-two years of age and under are subject to all the conditions that apply to transfer students. Applicants twenty-three years of age and older apply through the Dorothea Lynde Dix Scholars Office of Admission and, once admitted, are subject to the policies that apply to Dix Scholars.

## The Boston Semester at Simmons

This program, open to women from other college and universities, builds on Simmons's century of academic and service commitment to the city of Boston and offers a range of structured aca-

demographic and experiential learning opportunities that use the city's vast resources. See page 13 for a description of the program and the admission process.

Housing on the Simmons residence campus will be offered to visiting students on a space-available basis. Students with a minimum GPA of 2.50 at their home institutions are eligible to apply. In addition to an application, candidates must forward an official transcript from the college in which they are currently enrolled. Simmons financial aid is not available for students participating in the Boston Semester at Simmons.

## International Students

Simmons College actively seeks out the most qualified students from every part of the world. Students who have completed or will complete the level of secondary education appropriate to beginning bachelor-level studies in the US will be considered. Many students are eligible for advanced standing and college credit for certain secondary school examinations and certificates (such as A-level exams and the international baccalaureate). Transfer students from junior colleges, institutes, and private and public colleges and universities recognized by their local governments will also be considered candidates for admission and transfer credit.

1. International Honors Scholars: Students who are not US citizens or permanent residents are generally not eligible for financial assistance at Simmons College. However, those applying as first-year students may be considered for the Honors Scholarship. In addition, all international students are allowed the opportunity to earn up to \$1,500 per year through on-campus employment.

2. Declaration of Finances: Students who are not US citizens or permanent residents are required to submit evidence of financial support in order to meet US Immigration and Naturalization Service regulations for obtaining an F-1 Student Visa.

3. Tests: Students must demonstrate proficiency in English. If a student's native language is not English, she should arrange to sit for the Test of

English as a Foreign Language (TOEFL). A minimum score of 560 or a 220 on the computer based TOEFL is required. International students who currently reside in the US may opt to take the English Language Proficiency Test (ELPT). The ELPT is offered as an SAT II. The minimum acceptable ELPT score is 965. First-year students are also required to take the SAT I: Reasoning Test or the American College Testing Assessment (ACT). Any questions or concerns may be directed to the coordinator of international admission. Information on both tests may be obtained from Educational Advisers at USIS offices, Fulbright commissions, US embassies and consulates, and international high schools overseas.

4. Application Deadline: The preferred application deadline for international students is February 1; however, applications will be accepted on a continuing basis throughout the year. Applicants will be notified of an admission decision as soon as it is made. An F-1 Student Visa eligibility document (I-20) will accompany the admission decision letter for all students who are neither US citizens nor permanent residents and who have provided the necessary documentation of financial support.

## ADMISSION OPTIONS FOR ADULT UNDERGRADUATE STUDENTS

### The Dorothea Lynde Dix Scholars Office of Admission

Simmons offers undergraduate education to women twenty-three years of age and older who seek a liberal arts and sciences background combined with professional career preparation. The Dorothea Lynde Dix Scholars program has garnered national attention as one of New England's oldest, most successful programs of its kind. Women enter Simmons for many reasons: to complete an undergraduate degree, to fulfill prerequisites for graduate school, to expand their knowledge and competence as professionals, to gain enrichment, or to take courses as guest students from other colleges. The Dix Scholars Office of Admission provides a highly individual-

ized admission process designed to help students transition from work or family life into college. Students are able to complete or supplement their educations on a flexible basis, either full- or part-time.

Qualifications for acceptance are flexible, although readiness and ability to handle course work at Simmons are important factors. Applications are accepted year round, and the process may be initiated at any time for fall, spring, or summer semester.

During an initial interview, a counselor in the Dix Scholars Office of Admission will guide applicants through the application process. Upon admission, designated advisers in undergraduate departments and programs provide academic advising to Dix Scholars.

## Admission Options

**Degree Candidacy:** Women who wish to earn their undergraduate degree may apply for any of Simmons's degree programs by filling out the appropriate application. Degree candidates are eligible to receive financial aid and may attend either part- or full-time.

Dix Scholars may transfer up to eighty semester hours toward a Simmons baccalaureate degree through prior coursework, the College-Level Examination Program (CLEP), and the College's Credit for Prior Learning (CPL) process. A minimum of forty-eight credits must be completed at Simmons in order to earn a degree.

The Credit for Prior Learning (CPL) program offers Dix Scholars an opportunity to receive college credit for knowledge gained through life experience. Dix Scholars, once enrolled as degree candidates, can apply for up to twenty-four credits for learning attained through employment, volunteer work, hobbies, travel, or other activity. The CPL program includes a required two-credit seminar, IDS 227 (see page 137), facilitated by the faculty CPL adviser. Please contact the Dix Scholars Office of Admission for more information.

Dix Scholars must complete all College requirements (see pages 18-25), with the excep-

tion of the language requirement. Dix Scholars transferring credits can often apply those credits to complete requirements. The assistant registrar provides an audit of the applicant's previous coursework that matches her academic experience to the Simmons curriculum. If a student wishes to have her previous coursework considered for transfer credit, she must submit her official transcripts to the Dix Scholars Office of Admission.

**Non-degree (special) Candidacy:** Women or men who wish to take classes but do not necessarily want to earn a degree may apply as non-degree candidates. Non-degree candidates are allowed to take two classes but are not eligible for graduation status unless they become degree candidates. Non-degree candidates are not eligible to receive financial aid.

## Housing for Dix Scholars

On-campus housing is available in residence halls reserved for graduate students and Dix Scholars. For a housing application or general housing information, please write to: [reslife@simmons.edu](mailto:reslife@simmons.edu).

## Tuition and Financial Aid for Dix Scholars

Because Dix Scholars often have life commitments involving family and work that preclude many from attending college full-time, Simmons offers these students tuition based on credits rather than flat tuition. This policy enables the adult student to have greater flexibility in completing her program. See page 46 for current tuition rates. Dix Scholars who apply for admission as degree candidates are welcome to apply for financial aid. See pages 43-46 for further information about financial aid.

## Dix Scholarships

The Dix Scholarship is awarded to all women who are admitted as degree candidates. The scholarship amount is equivalent to the cost of one class at Simmons.

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## Honors Program and Scholarship

The honors program is an interdisciplinary program designed for highly motivated students with strong analytical and writing skills, high levels of creativity, and an eagerness for intellectual challenge and learning. It includes a four-year scholarship. Dix Scholars entering Simmons as degree candidates have the opportunity to apply for admittance to the honors program. While this program is highly selective, women whose combined experience in work and academics has been excellent are encouraged to apply. To be eligible for the honors program, Dix Scholars must begin full-time (at least twelve credits) study at Simmons during the fall semester and have fewer than forty credits in coursework from another institution or have sophomore standing at the start of their enrollment at Simmons. Applications are available in the Dix Scholars Office of Admission. For more information, please write to [honors@simmons.edu](mailto:honors@simmons.edu).

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## Financial Aid for Undergraduates

Simmons College administers a comprehensive financial aid program, which includes institutional, federal, and state grants; loans; and work opportunities. Simmons makes its educational opportunities available to as many capable, promising students as possible and welcomes applications from students who could not meet their expenses at the College without assistance.

The primary responsibility for educational financing belongs with the family. Financial aid eligibility is determined through the evaluation of a family's ability to contribute toward educational expenses. Simmons College and/or the federal government may award funds to supplement the family's ability to pay. At Simmons College, both academic excellence and financial need are used to determine a student's financial aid package. The cost of attendance is re-established each year, and family resources are re-evaluated annually.

## Scholarships and Grants

**Merit Scholarships:** Simmons College offers some grants and scholarships based on academic excellence, achievement in leadership, community service, and co-curricular activities. Non-need-based funding is awarded upon entrance to the College and has varying grade point average requirements for renewal in subsequent years. For a description of these opportunities, please see pages 38-39.

**Need-based Grants:** Simmons College also offers grants based on both financial need and academic strength. In subsequent award years, satisfactory academic progress and changes in calculated need will continue to have an impact on the grant amount a student receives. If a student receives a Simmons need-based grant as part of her aid package, it may be adjusted during the academic year to include support from one of Simmons's 175 special endowed funds; however, the total grant amount will not change. Endowed scholarships/grants are part of the pool of Simmons need-based funds made possible by the generosity of alumnae and friends of the College

who believe in providing opportunities for needy students at Simmons.

**Federal Pell Grant:** This grant is offered by the federal government, based on high financial need. Ineligibility for the Pell Grant does not indicate that a student will not be eligible for other federal programs like the Federal Stafford Loan program.

**Federal Supplemental Educational Opportunity Grant (SEOG):** This grant is provided to Simmons by the federal government and is awarded to the neediest undergraduate students.

**State Scholarship/Grant:** This award is offered by a student's state of residence. Massachusetts, Connecticut, New Hampshire, Maine, Vermont, Pennsylvania, and Rhode Island are the states that currently offer funding to students attending schools in Massachusetts. Each state has its own application procedure and deadline to be followed for consideration.

## Loans: Federal and Institutional

Unlike scholarships and grants, loans must be repaid. Students are required to sign a promissory note for all loans. Repayment begins after graduation or when a student drops below a half-time registration status. If a student is borrowing a federal loan at Simmons College for the first time, federal regulations require that she complete loan entrance counseling before any loan funds can be credited to the student account.

**Federal Perkins Loan:** Federal Perkins Loan funds are provided to Simmons by the federal government and are reserved for the neediest students. Repayment of the principal (at 5% interest) begins nine months after the student is no longer enrolled at least half-time. There are no interest charges on a Perkins Loan while a student is enrolled at least half-time. Depending on the amount a student borrows, the repayment term can extend up to ten years.

**Simmons Loan:** This low-interest institutional loan is awarded by Simmons College based upon financial need. Repayment begins after a student ceases to be enrolled at least half-time.

**Subsidized Federal Stafford Student Loan:** This federally subsidized loan is made available by banks and other federally approved lending agencies. Eligibility is determined in the same manner as other federal need-based aid. The maximum annual loan for first-year students is \$2,625; for sophomores, \$3,500; and for juniors and seniors, \$5,500. The cumulative maximum for undergraduate study is \$23,000. The rate of interest is variable and set annually at the Treasury Bill rate plus 3.1% but is capped at 8.25%. The interest is paid by the federal government while the student is in school. Repayment begins six months after a student ceases to be enrolled at least half-time. Depending on the amount borrowed, the repayment term can extend up to ten years.

**Unsubsidized Federal Stafford Student Loan:** This loan is available to students who do not qualify on the basis of need for subsidized loan funds. Eligibility is the difference between the cost of education and total financial aid (including any subsidized loan) up to the annual maximum. Total loan limits for both subsidized and unsubsidized programs, either singularly or combined, are the same. Independent undergraduates may borrow an additional \$4,000 (first-year students/sophomores) or \$5,000 (juniors/seniors) annually. Annual interest is the same. Payment of interest begins immediately, but it may be capitalized and paid during the repayment period after a student ceases to be enrolled at least half-time.

## Parental and Family Loan Programs and Payment Plans

The College is committed to assisting families in pursuing additional financing options. The Federal PLUS Loan for parents and the Massachusetts Educational Financing Authority (MEFA) Loan are two excellent financing alternatives that may be used to extend the period of payment for the borrower's convenience. For more information about monthly payment plans, see page 47. Monthly payment plans are a means of budgeting education costs over the academic year without borrowing, thereby allowing families to pay for current academic year expenses out of

current monthly income and savings.

In addition to these loan programs, there are several funds designed to help students during the semester when emergencies arise. These short-term loans are available to students no more than once each semester. Two examples of this type of loan follow.

The New England Society in the City of New York makes available to deserving students of New England birth or ancestry, small, temporary loans to meet emergency personal needs.

A fund for emergency loans was established by the African American Alumnae Association to provide short-term, no-interest loans to students experiencing unexpected financial difficulty. The fund is named the Marva Alvita Spaulding Fields Student Emergency Loan Fund (SELF) in memory of "Vita" '72.

## Part-Time Employment

**Federal Work-Study:** A student's financial aid may contain a federal work-study award, which is administered by the College but funded by the federal government. These awards are made based upon need. A work-study award does not guarantee a job, but it offers the student an opportunity to apply and interview for a desired position.

**Part-time General Employment:** Simmons College also offers general employment, which is funded by the College to provide employment both on- and off- campus. General employment is available to students regardless of financial need.

Through either source of funding, a student may work up to twenty hours per week in either on- or off-campus positions. Average wages range from \$6.75 to \$10.00 per hour. Students receive a weekly paycheck for hours worked. Students interested in all types of work opportunities should contact the Career Education Center at 617.521.2487 for additional information.

## Applying for Financial Aid

### First-year Students

Prospective first-year students interested in applying for financial aid should do so at the time of their application for admission. The admission process is separate, and the application for financial aid will not influence the decision for admission. All first-year students are required to submit the Free Application for Federal Student Aid (FAFSA) and the CSS PROFILE form. Forms are available from the high school guidance office and can be completed via the Internet. Detailed application instructions and deadline dates are contained in the Simmons undergraduate application for admission.

### Continuing Undergraduates

Current undergraduate financial aid recipients will receive a renewal packet in late December containing the application procedure and required forms. Application documents are due by April 1, and students will be notified by the first week in July.

To maintain financial aid eligibility, a student must demonstrate financial need, submit all necessary application materials by the requested dates, be enrolled at least half-time, and maintain satisfactory academic progress as defined in the policy statement available in the aid office. It is possible to receive financial aid for up to 128 attempted credits.

### Transfer Students

Students transferring to Simmons are also eligible for financial aid as described above. The admission process is separate, and the application for financial aid will not influence the decision for admission. All transfer students are required to submit the FAFSA and the CSS PROFILE form. These forms may be obtained at any college financial aid office. Detailed application instructions and deadline dates are contained in the Simmons undergraduate application for transfer admission. Notification begins in April for the fall semester and December for the spring semester.

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## Financial Aid for Dix Scholars

Newly enrolling Dix Scholars receive a Dix scholarship to cover one half of the cost of the first eight credits taken during the first academic year. Dix Scholars working toward their first undergraduate degree are eligible to apply for federal and state funds and a Simmons grant. Students seeking a second degree are also eligible for aid on a limited basis. Any Dix Scholar is welcome to apply for financial aid by submitting the Simmons Institutional Application, the FAFSA, and a photocopy of her federal income tax return. Students over the age of twenty-four, married students, and students with dependent children are not required to submit their parents' financial information on the FAFSA. Necessary application materials and instructions are available from the Office of Student Financial Services or the Dix office. They are due April 1 for students beginning in the fall semester and December 1 for students starting in the spring semester. Notice of awards will begin in April and December.

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## Registration and Financial Information for Undergraduate Students

*Note: All tuition and fees are subject to revision by the Board of Trustees. For 2003-2004 figures, consult the catalog addendum, available in spring 2003.*

### Expenses: 2002-2003

Tuition for full-time undergraduates (registered for twelve credits or greater) is charged on a flat rate basis. Tuition for the 2002-2003 academic year is \$11,000 per semester. Tuition for part-time undergraduates (registered for less than twelve credits) and Dorothea Lynde Dix Scholars is based on a \$692 charge per semester hour of instruction.

In addition, all full-time undergraduates (twelve or more semester hours per semester) and all part-time resident students must pay a health fee (\$244 per semester). The health fee entitles a student to the services of the Simmons College Health Center but does not include any accident or health insurance. The cost for room and board for undergraduates is \$4,550 per semester (\$5,054 for Dix Scholars). All full-time undergraduates and full-time Dix Scholars pay a \$90 per semester student activity fee, which supports a number of student-run activities and events.

For a full-time undergraduate student, the following College budget is suggested:

### Full-Year Budget (2002-2003)

	Resident	Commuter
Tuition	\$22,000	\$22,000
Residence	9,100	0
Health Fee	488	488
Student Activity Fee	180	180
	<hr/>	<hr/>
	\$31,768	\$22,668

Approximately \$600 should be budgeted for books and supplies.

## Massachusetts Medical Insurance

Massachusetts state law mandates that all students taking at least seventy-five percent of full-time credit hours must be covered by medical insurance providing for a specified minimum coverage. Simmons College offers students the option of either participating in a plan offered through the College or submitting a waiver form. The waiver form must include specific insurance information on the comparable insurance plan covering the student. Waivers are mailed to all students and are available on request from the Office of Student Accounts. The waivers must be returned by August 1 for the fall semester and by December 15 for the spring semester. Full-time students who do not submit a waiver form by the due dates above will automatically be enrolled and billed for the required Massachusetts Medical Insurance. International students may not waive the medical insurance requirement.

## Payment Policies

College charges for tuition, fees, residence, and any prior balance must be paid in full each semester before a student may attend classes. A student's registration is complete and official when the student has completed the registration forms and has settled all charges with the Office of Student Financial Services.

Students are urged to complete payment in full by the due dates of August 1 for the first semester and December 15 for the second semester. The College cannot assure that payments received after the due date will be processed in time to clear the student's official registration without some waiting or inconvenience.

Students whose payments are received after the due dates will be charged a \$100 late payment fee (\$50 is assessed at the due date; an additional \$50 is assessed on the first day of the term).

Students who do not settle their accounts prior to the first day of classes may have their schedules cancelled and will have to select courses on a space-available basis.

Overdue accounts will be charged a delinquent fee of \$10 plus one percent (twelve percent annu-

al rate) of the outstanding balance each month until paid in full. A fee of \$20, in addition to the above late payment fees, will be charged for any dishonored check.

Checks should be made payable to Simmons College and sent to the statement remittance address or to Simmons College, 300 The Fenway, Boston, MA, 02115-5898, Attention: Student Financial Services, or presented at the Office of Student Financial Services at the College.

The College reserves the right to withhold all of its services to students who have not met their financial obligations to the College. Such services include mailing transcripts, grades, references, and placement materials and use of various offices and facilities. It should be noted that Simmons has no deferred-payment plans and that all College charges are payable by the applicable due dates, or the late payment fees will be applied.

If the College refers a delinquent account to a collection agent or attorney, these costs, plus all expenses associated with the collection effort, will be due and payable.

American Express, Mastercard, and VISA are accepted for the payment of tuition, fees, and residence charges.

(Many parents and students prefer to pay tuition and other fees in monthly installments and have found satisfaction with programs offered by a number of banks and other reputable financial institutions offering services along these lines. Newly accepted students and their families will often receive direct mail advertisements from these firms. Arrangements should be made well in advance of the start of the academic year. The College is not able to control such offerings, cannot recommend any particular plan, and suggests that any tuition proposal be studied carefully before its terms are accepted.)

### Tuition and Residence Deposits

A tuition deposit of \$200 is required of all candidates upon acceptance. The deposit is credited on the first bill, but it is forfeited if the student does not register for courses during the year for which she is accepted.

A residence deposit of \$250 is required before a room can be reserved on the College campus. It will remain on deposit while the student is in residence. New students receive the bill for this deposit with their admission acceptance notice.

### Refund Policies: Tuition General Refund Policy

Tuition refunds will be granted only through the first four weeks of a semester. The date that appears on the official add/drop form filed with the registrar is used to determine the refund amounts. (Non-attendance in a class does not constitute withdrawal from that class.)

This refund policy applies when the student's course load falls below twelve credit hours per semester and for all Dix Scholars.

<b>Courses Dropped On or Before</b>	<b>Percentage of Tuition Charges Cancelled</b>
<b>Fall Semester</b>	
September 6	100 percent
September 13	80 percent
September 20	60 percent
September 27	40 percent
October 4	20 percent
<b>Spring Semester</b>	
January 31	100 percent
February 7	80 percent
February 14	60 percent
February 21	40 percent
February 28	20 percent

### The Tuition Refund Plan, A.W.G. Dewar, Inc.

Many parents and students have requested an option to protect their educational investment at the College from an accident, illness, injury, or mental health disorder. Simmons is pleased to offer such a program through A.W.G. Dewar, Inc. For information about this plan, please write directly to A.W.G. Dewar, Inc., 50 Braintree Hill Office Park, Braintree, MA, 02184. Please note applications must be made prior to opening day at the College.

## Special Rules Affecting Financial Aid Recipients Refund Policy and Return of Title IV Funds

If a student should completely withdraw from all coursework once classes begin in the fall or spring semesters, she may still be accountable for a portion of tuition, fees, room, and board. Simmons College is responsible for adhering to rules established by the federal government that determine the amounts of federal financial aid (Stafford, Pell, Perkins, SEOG) a student is allowed to keep toward college charges. The federal rules assume that a student earns her aid based on the period of time she remained enrolled. If a student is considering withdrawal, she should meet with a financial aid counselor to discuss the financial implications.

All non-financial aid students who withdraw from some or all classes are subject to the Simmons general refund policy, which provides partial refunds of tuition only for the first four weeks of classes.

When a student withdraws, any adjusted Simmons charges that have not yet been paid are still owed to the College. The College will attempt to collect any unpaid charges, as well as late fees and interest charges. If the account is referred for collection, any associated expenses will be added to the balance due. Many privileges are suspended for students who are not in good standing with the College, including the release of academic transcripts.

Questions regarding refunds should be directed to the Office of Student Accounts.

## Dropping a Course

Registration reserves a student's place in a class. This registration is binding, both financially and academically. Should a student decide not to attend class, written notification to the registrar (using the add/drop form, available in the registrar's office) is required. Notification received after the payment due date of a student's bill may result in the assessment of a late payment fee. Courses dropped are subject to the above refund policy.

## Refund Policy: Residence Fees and Deposits

A resident student is required to prepay all residence charges. If a student withdraws during the first four weeks of a semester, she will be refunded a pro-rated amount for food costs, starting from the date she officially withdraws from residence. No refund will be made after the Friday of the fourth week of the semester. Federal financial aid recipients may be subject to different rules, and students are encouraged to meet with a financial aid counselor for an explanation of an individual case.

The residence deposit reserves a residence hall room for the entire academic year. The deposit is refundable in full upon graduation or upon notification by December 1 and March 30 that the student will not be returning to Simmons College the following semester. A student who withdraws from residence in mid-semester but who has paid her bills may receive her deposit in full upon written notification to the director of residence life. Students should be aware that the Undergraduate Room and Board License Agreement is binding from the date of occupancy to the end of the academic year. (A first-year student who notifies the College on or before July 1 that she does not wish a room will receive a full deposit refund. Students accepted for the spring semester must notify the director of residence life by December 1 to receive a full refund.) In addition, charges for damage or loss of College property attributed to the resident student may be assessed.

## Registration: New Students

New and returning students should finalize their registrations by August 26 for the fall semester and by January 21 for the spring semester. An officially registered student is one who has completed the registration form per instructions, has obtained any necessary approvals, and has settled all charges with the Office of Student Financial Services.

Students' registrations should be final by the end of the second week of classes. Students may, with the permission of the instructor, register for

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classes during the third and fourth week of classes. No student may register for any course after the fourth Friday of either semester.

### Billing: New Students

Invoices (statements of student accounts) are mailed prior to July 10 for the first semester and November 22 for the second semester. They are sent to new students' permanent addresses as maintained by the registrar's office. Any student who does not receive a bill by these dates should request one from the Office of Student Financial Services. For new students who are accepted to the College after the respective billing dates noted above, all charges are payable when billed.

Tuition charges are based on the full-time student rate. Students planning a course load of less than twelve credit hours should notify the registrar in writing prior to June 8 for the fall semester and November 14 for the spring semester so a correct bill can be issued.

### Registration: Returning Students

See academic calendar found on pages 6-7 for registration deadlines. No student may register for any course after the fourth week of either semester.

### Billing: Returning Students

Invoices (statements of student accounts) are mailed prior to July 10 for the fall semester and November 22 for the spring semester. They are sent to returning students' permanent addresses as maintained by the registrar's office. Any student who does not receive a bill by these dates should request one from the Office of Student Financial Services.