

ACADEMIC CALENDAR 2006-2007

FALL 2006

AUGUST

- 1 Undergraduate tuition payment due for fall

SEPTEMBER

- 1 Residence halls open for graduate students and Dix Scholars
3 Residence halls open for international students
Residence halls open for new undergraduate students
New undergraduate students arrive for Fall Orientation
4 Fall orientation continues; most administrative offices closed for Labor Day holiday
5 Simmons residence halls open for returning students
Registration and check-in for all students
Fall Orientation continues
6 Classes begin for the Fall term
First faculty meeting, College of Arts and Sciences
13 Honors Convocation, 2:30 pm
15 Final day to drop a course and receive a full refund
Final day to add a course without the instructor's signature
29 Final day to add a course with the instructor's signature
Final day to drop a course without the instructor's signature
Final day for undergraduate students to change a pass/fail grading option
Final day to drop a course with no "W" grade

OCTOBER

- 4 Senior Faculty Toast
9 College closed for Columbus Day holiday
10 Academic holiday for students; administrative offices open;
professional day for faculty
20–22 Family weekend
27 Final day to drop a course with the instructor signature. A grade of "W" will be assigned for courses dropped after September 29.

NOVEMBER

- 10 College closed for Veterans' Day
17 Final day to sign up for Thanksgiving break housing
21 Thanksgiving academic holiday begins after final class on Tuesday
November 21
22 Undergraduate residence halls close for Thanksgiving break
27 College re-opens after Thanksgiving holiday

DECEMBER

- 1 Final day to withdraw from residence for Spring 2007
8 Research day-classes will be held.
11 Final day of classes
12–13 Reading and review
14–19 Final examinations
5 Tuition payment for Spring due
Final day to register for Winter Break housing
20 Residence halls close at noon
22 College closed for Winter Break at noon

SPRING 2007

JANUARY

- 1 New Year's holiday
- 2 College opens after Winter Break
Grades for all students posted to SOAR
Residence halls open 10 a.m. for residents who have pre-registered for Winter Break
- 15 Residence halls open 12 noon for returning students. New undergraduate and transfer resident students arrive. Most offices closed for Martin Luther King Day
- 16 New Student Orientation
Registration continues
- 19 Classes begin for the Spring term
- 28 Final day to drop a course and receive a full refund
Final day to add a course without the instructor's signature

FEBRUARY

- 9 Final day to add a course with the instructor's signature
Final day to drop a course without the instructor's signature
Final day for undergraduate students to change pass/fail grading option
Final day to drop a course with no "W" grade
- 19 College closed for Presidents' Day
- 23-25 Women's Legacy Weekend
- 28 Final day to register for Spring Break housing

MARCH

- 5-9 Spring Break. No classes. Administrative offices open.
- 12 Classes resume after Spring Break
- 16 Final day to drop a course with the instructor's signature; a grade of "W" will be assigned beginning February 12
- 30 Final day to withdraw from residence for Fall 2007
- 30-31 Inauguration of President Susan C. Scrimsha

APRIL

- 16 College closed for Patriots' Day holiday
- 20 Student Leadership Recognition Ceremony
- 25 Senior faculty banquet

MAY

- 1 May Day celebration
- 4 Research Day. Classes will be held.
- 7 Final day of classes
- 8-9 Reading and review
- 10-14 Final examinations
- 15 Grades for students graduating in May posted to SOAR by 10 a.m.
Final signed departmental graduating lists due to Registrar's Office by 4:30 pm
Residence halls close for all students, except graduating Seniors, Dix Scholars and graduate students at 12 noon
- 17 CAS faculty meeting for regular business and voting of degrees
16 Residence halls close to seniors at 12 noon
- 19 Commencement
- 20 Residence halls close for graduating Seniors at 12 noon
- 21 Grades for all students posted to SOAR
Summer housing begins
- Vary Summer sessions begin. Check SOAR for start and end dates.
- 31 Residence halls close for Dix Scholar and graduate students on Spring 2007 housing contract at 12 noon.

THE COLLEGE

About Simmons

Simmons is a small, nationally distinguished university in the heart of Boston. The undergraduate women's college provides exceptional liberal arts education integrated with career preparation. In addition, the College also offers coeducational graduate programs in health studies, education, communications management, social work, library and information science, and liberal arts, as well as an MBA program specifically designed for women.

Decades before women in America gained the right to vote, Boston businessman John Simmons had a revolutionary idea—that women should be able to lead meaningful lives and earn independent livelihoods. This same spirit of inclusion and empowerment produced the first African American Simmons graduate in 1905, and created one of the few private colleges that did not impose admissions quotas on Jews during the First and Second World Wars.

Since 1899, Simmons has offered a pioneering liberal arts education for undergraduate women integrated with professional work experience. Today, Simmons is recognized as an innovative college that encompasses many of the benefits of a small university—including renowned graduate programs for men and women. Simmons continues to empower people through education, professional training, research, and community outreach. Simmons

values the many dimensions of identity—including race, class, ethnicity, and sexuality—and reflects those dimensions in curricula, community partnerships, and college policy.

Simmons consistently ranks among the nation's top schools in its category in the *U.S. News & World Report* annual survey. A comprehensive college, Simmons is nationally recognized for its experiential learning programs, its blend of graduate and undergraduate offerings, and its commitment to liberal and professional education.

Placing students first is a priority at Simmons. A number of characteristics central to the Simmons experience serve as the foundation for student success:

- a small, accessible community that encourages collaboration and challenges students to do their best;
- faculty teachers and scholars who focus on students' educational objectives and career needs;
- extraordinary professional preparation with an emphasis on intellectual exploration and rigor, the integration of theory and practice, leadership, and informed citizenship; and
- an outstanding location in the heart of Boston, a world-class college town with unlimited educational, career, and social opportunities.

In this spirit, the College fosters open exchange of ideas among students, faculty, and the general Simmons community.

Boston and Beyond

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." The historic, tree-lined Simmons campus is located on the borders of Boston's lively Fenway neighborhood and the Longwood Medical Area, a world-renowned hub for research and health care.

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 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 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 of Music 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.

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; and
- 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.

If a student does not attend the first class meeting of any course in which she is officially enrolled, and does not contact the professor prior to the first class meeting by voicemail, e-mail, in writing, or in person, the student may have placed her future enrollment in that class in jeopardy. As a result and at the discretion of the professor, the student's place on the class roster may be given to a student who is in attendance during the first class meeting, whether or not she has previously been on a waiting list.

A student who is experiencing difficulty with a course is encouraged to discuss her progress with her instructor as soon as possible. Her faculty advisor may also be able to assist with advice or resources. Students who are concerned about the quality of instruction in a course or the grade that they receive 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 Office of the Dean of the College of Arts and Sciences.

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 record-keeping 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. As permitted by state and federal law, admission to the College's undergraduate baccalaureate program is reserved for women. The College is committed to admitting qualified students of any race, color, age, religion, sexual orientation, national and ethnic origin, regardless of disability, 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. All graduate schools and programs are open to both men and women. The School of Management MBA program is designed specifically for women.

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 advisors, 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

As an academic community that integrates the pursuit of the life of the mind with the leadership and analytical skills needed by our graduates to make their own critical and constructive contributions as professionals, scholars, and engaged citizens, Simmons College broadly defines diversity to include race, gender, national origin, ethnicity, religion, social class, age, sexual orientation, and physical and learning ability. The College is committed to embracing diversity, which includes:

- ensuring that the organization has inclusive leadership, policies, and practices;
- integrating diversity into the curriculum, co-curricular programming, admissions, and other activities;
- fostering an open, dynamic and critical intellectual environment of respect, civil engagement, and dialogue about differences; and
- increasing representation of traditionally underrepresented groups of students, faculty, and staff.

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.

SIMMONS COLLEGE NOTICE OF NON-DISCRIMINATION and GRIEVANCE PROCEDURES

Chartered in 1899 and opened in 1902, Simmons College is first and foremost an academic community whose primary goals are to prepare women and men to be well informed, open-minded, and sensitive to values. To attain these goals, the College seeks to create an atmosphere within which students may learn to become actively engaged members of society and to develop the resources to lead rich personal lives. Active and continuing exchange of ideas among students, faculty, and the general college community is central to achieving these goals.

To ensure that these goals are attained, Simmons has committed itself to the following principles:

Simmons College supports the principle and spirit of equal employment opportunity for all persons, based on each individual's qualifications and fitness. In accordance with applicable law, the College administers its employment and personnel policies without regard to race, color,

religion, disability, national origin, ancestry, age, sex, sexual orientation, or veteran's status.

Simmons College administers its educational programs and activities in accordance with the requirements and implementing regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title III of the Americans with Disabilities Act of 1990.

Simmons College strives to ensure that all decisions concerning hiring and promotion of faculty and staff, or the educational process of students, are based on considerations appropriate to an academic institution and not on factors such as race, color, sex, sexual orientation, religion, age, national origin, ancestry, disability, or veteran's status.

Complaints of discrimination or harassment should be addressed to the director of Human Resources when brought by employees or to the applicable dean for appropriate action when brought by students. Complaints or inquiries concerning the College's policies and compliance with applicable laws, statutes and regulations may also be directed to the College president's office, Room C202, 617.521.2073. A complaint should contain your name and address and a brief description of the action you believe is in violation of state or federal law. A complaint should be filed with the appropriate office within 60 days after you the grievant become aware of the alleged violation. The president or appropriate college officer will conduct an investigation and issue a written decision on the complaint, ordinarily within 45 days.

Grievance Procedure

A written complaint alleging violation of the federal sex and handicap discrimination regulations (34 C.F.R. Part 106 and 45 C.F.R. Part 86, implementing Title IX; 34 C.F.R. Part 104 and 45 C.F.R. Part 84, implementing Section 504 of the Rehabilitation Act; and 45 C.F.R. Part 83, implementing Section 855 of the Public Health Service Act) may be filed with the College by any student,

employee, or other aggrieved person. Complaints under this procedure will not be processed from applicants for employment or admission. A College employee's allegation that he or she has been subjected to discrimination prohibited by the regulations will be processed under the relevant employee grievance procedure.

Inquiries concerning the application of nondiscrimination policies may also be directed to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office for Civil Rights, 330 C Street, Washington, DC 20202.

Information for Students with Disabilities

Simmons College is committed to the full participation of all students in its programs and activities. Although Simmons has no academic program specifically designed for students with disabilities who are otherwise qualified for admission, Simmons is committed to providing support services and reasonable accommodations when requested by students who qualify for them.

Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (the ADA) protect otherwise qualified individuals with disabilities from discrimination on the basis of their disabilities. Both Section 504 and the ADA protect the following persons: those who have a physical or mental impairment that substantially limits a major life activity, those who have a record of impairment, or anyone who is regarded as having an impairment.

The process for obtaining a reasonable accommodation for a documented disability is an interactive one that begins with the student's disclosure of her/his disability along with the request for a reasonable accommodation. Every Simmons student who is seeking an accommodation for a disability must provide Simmons with sufficient current medical documentation from a qualified clinician or health care provider that supports the request for an accommodation and sets forth suggestions for accommodations.

Requests for accommodations and supporting documentation should be directed to the ADA Compliance Officer / Coordinator for Disability Services, located in the Academic Support Center. The College's Section 504 Compliance Officer is responsible for assisting Simmons students who have identified themselves as having a disability and who are seeking an accommodation as a result of their disabilities.

Timeliness is an integral part of the accommodation process. Students should initiate the process for obtaining accommodations as soon as possible, preferably no later than the start of the course in which they are seeking the accommodation. Academic accommodations for a disability are not granted retroactively.

Religious Observance

Students who are unable, because of their religious beliefs, to attend classes or to participate in an examination, class, or work requirement on a particular day shall be excused from the class, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work they may have missed consistent with Massachusetts General Law Chapter 151C, Section 2B. That law states:

Any student in an educational or vocational training institution, other than a religious or a denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his/her availing himself of the provisions of the sections.

Questions about absences for religious observance should be directed to the Office of Student Life or the registrar.

Other Policies

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.

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. Susan C. Scrimshaw is the current president.

The General Counsel is responsible for providing a wide variety of legal services to members of the Simmons community, including its board of trustees, administrators, faculty, and staff. The general counsel advises on regulatory compliance, internal governance, risk management, and commercial transactions, and she engages the services of outside law firms for matters requiring specialized expertise. The general counsel serves as clerk of the College, assistant clerk to the board of trustees, and oversees the Office of Employee Services and Resources, which is responsible for human resource administration, payroll, and benefits. Kathleen B. Rogers is the current general counsel.

The Deans of each of the five schools are the academic leaders of their units. They are responsible for long-term planning, staffing decisions, curriculum support, and resource allocation. They work closely with the administrative units, oversee admission in their schools, and serve on president's council, along with the vice presidents.

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: Lesola Morgan

Website: <http://my.simmons.edu/services/asc/>

The Academic Support Center (ASC) supports the educational progress of Simmons students by providing academic support, assistance, and access to success. The ASC supports Simmons faculty in advising students and providing them with excellent education. Students receive assistance in a variety of different courses in many of the major concentrations, including the sciences, languages, and social sciences. The study skills advisor helps students with development of learning strategies, time management, test preparation, and academic motivation.

Writing tutors work with students in courses from all disciplines. Writing tutors help students develop ideas, revise drafts, and improve editing and proofreading strategies. Tutors are trained to coach students to better organize and structure their writing, to refine generalities, and to learn new self-editing habits. An English-as-a-second-language specialist helps non-native speakers improve their language skills and adjust to the American academic environment.

ASC staff members meet with students to assist them with assessing their academic strengths and weaknesses through individual counseling on issues that influence their academic performance. As a special service to first-year students and faculty advisors, the ASC distributes First Year Mid-Semester Progress Reports issued by the course instructor. The progress report gives the student and the academic advisor positive and constructive criticism of the student's performance and guides them in their intellectual pursuits.

The Office of Alumnae/i Relations

Executive Director: Lorita B. Williams

Website: <http://alumnet.simmons.edu>

The Office of Alumnae/i Relations serves approximately 40,500 addressable alumnae/i across the nation and abroad. The office develops and administers programs and services to benefit all alumnae/i while supporting the mission of the College. We are relationship agents who foster and enhance connections between alumnae/i, students, and Simmons. Our purpose is to establish, maintain, and nurture these relationships so as to encourage volunteerism and philanthropic giving. We collaborate with internal partners and we create lifelong educational, social, and professional opportunities through which our constituents play an active role in carrying out the mission of the College. Partnerships have been established with all Alumnae/i Associations, the Development Office, faculty, staff, administrators, area colleges and universities, non-profit organizations, and businesses.

Alumnae/i involvement and support are vital to the College. They provide important support to the College through their leadership and volunteerism and with generous contributions to annual, capital, and planned gifts. There are more than 1,150 alumnae/i volunteer leaders, creating a worldwide network to recruit and assist students in their educational pursuits and in their leadership and career development through scholarships, mentoring, and internship programs. The alumnae/i network includes more than 25 alumnae/i clubs and designated contacts in the United States and in Europe. Graduate alumnae/i represent half of the College's graduates.

Graduates of the College are invited to join more than 6,300 registered alumnae/i worldwide through Alumnet, the comprehensive online community for Simmons alumnae/i. The community allows alumnae/i to maintain close ties with the College or College friends in the U.S. and abroad. Simmons graduates can easily register to

participate in the online community. To register, log on to alumnet.simmons.edu and click on "Join Today." For more information, please contact alumnet@simmons.edu or call the Office of Alumnae/i Relations at 800.246.0573.

The Career Education Center

Director: TBA

Website: <http://my.simmons.edu/services/cec/>

The Career Education Center (CEC) assists students and alumni at all stages of their career development. Students who need assistance with identifying their interests, skills, personalities, and values in order to make effective career decisions and major selections, and alumni who wish to evaluate and prepare for possible career transitions, are encouraged to use the services of the CEC. 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, regular e-mails to students, and electronic communications provide valuable information.

Annually, the CEC lists more than 2,500 positions in business, industry, health, education, government, public affairs, and human services. Each year, recruiters visit the College to interview seniors and graduate students for full-time employment. An online employment system called Sharklink facilitates the on-campus recruiting program and maintains all employment and internship listings. Students can access the system through the CEC's website or by going to 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 CEC maintains listings for both on- and off-campus employment, funded either by the employer(s) or

through the Federal Work-Study Program. Descriptions of on- and off-campus job opportunities are listed on the CASH system, an online database.

College of Arts and Sciences, The Office of the Dean

Dean: Diane Raymond

The Office of the Dean of the College of Arts and Sciences (CAS) provides leadership in the areas of graduate and undergraduate curriculum, admission, faculty development, and student academic progress and awards. The dean is responsible for CAS'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 Office of Graduate Studies Admission, the Simmons Institute for Leadership and Change, the Academic Support Center, and the Career Education Center, Study Abroad, and Disabilities Services. For further information, contact cas@simmons.edu or 617.521.2091.

The J. Garton Needham Counseling Center

Director: Dr. Jonathan Ehrenworth

Website: 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.

Disability Services

Director: Todd K. Herriott

Website: <http://my.simmons.edu/services/asc/>

Simmons is committed to providing access to education for all students. Students with a documented physical, health, sensory, learning, or mental health disability may be eligible for reasonable academic accommodations through Disability Services. Students who wish to receive academic accommodations must first provide documentation of their disability to the Disability Services office located in the Academic Support Center for review and evaluation. Once the submitted documentation has been approved, students should make an appointment to discuss reasonable accommodations and to register with Disability Services. Reasonable accommodations are determined on a case-by-case basis in consultation with the coordinator, the student, and, if appropriate, with the faculty. Services such as extra time on exams, note takers, readers, use of adaptive technology, and academic coaching are some of the possible accommodations available. Disability Services also sponsors workshops for students on specific themes and works closely with faculty to promote education relating to those issues.

The Office of Student Financial Services

Director: Diane Hallisey

Website: <http://my.simmons.edu/services/sfs/>

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

Administrative Director: Susan Glazer

Website: <http://my.simmons.edu/services/health/>

The Simmons College Health Center is located on the residence campus. The staff includes the medical director, administrative director, several staff physicians, 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 complete and return to the medical director prior to registration a health certificate, which includes immigration records. The College provides these forms through the undergraduate and graduate admission offices. A compulsory health center fee payment, currently \$598 annually (\$294/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 most services offered at the health center during the undergraduate calendar year, but does not cover immunizations, prescription medications, consultations with physicians outside the health center, emergency room visits, X-rays, and laboratory tests. 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* or call the health center at 617.521.1002 with any questions.

The Health Education Program

Director: Elise Tofias Phillips, MEd

Website: <http://www.my.simmons.edu/services/health-education>

The health education program at Simmons College is part of the Office of the Dean for Student Life and is located in the health center. The department specializes in health education programs, health awareness campaigns, college-wide events, interactive workshops, health-related lectures, peer education, and individual and group health, wellness, and nutrition counseling. The department assesses students' awareness, knowledge, behaviors, and perceptions of preventive health strategies and works to create programming for positive lifelong learning.

Health education includes peer education program's in the areas of time and stress management, smoking cessation, nutrition, healthy eating, disordered eating, body image, drug and alcohol use, safe sex, HIV and AIDS, self-esteem, healthy relationships, and the prevention of relationship violence and sexual assault. Health education programs are facilitated by professional health educators, nutritionists, student health educators, and health and counseling staff. For more information, please contact healtheducation@simmons.edu or call Elise Tofias Phillips, Director of Health Education, at 617-521-1001. For Nutrition Counseling contact kathianne.williams@simmons.edu or 617.521.1298.

The College Library

Director: Daphne Harrington

Website: <http://my.simmons.edu/library>

The Library's mission is to support and enhance the academic, instructional, and intellectual programs of Simmons College. The Library achieves 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. A major

renovation and expansion of the Library will be complete in the summer of 2007, offering more comfortable and usable seating for students, as well as 15 technology-equipped group study rooms.

The Beatley Library, the main College library, provides access to a book and journal collection of more than 240,000 volumes and more than 1,700 periodical subscriptions, an extensive reference collection, and collections that support the curricula of CAS, SSW, SHS, and GSLIS. Materials not available in the libraries or online can be ordered electronically free of charge through the interlibrary loan service.

The Library offers many services and resources electronically. Over 30,000 books, 20,000 full-text journals, and 130 databases are available online from on or off campus. The online catalog allows users to locate resources owned by the Library, access course readings through an e-reserves service, check their own borrowing records, and renew books online. Many computers, including wireless laptops, are available for use in the Library.

Reference librarians are available to assist patrons in most effectively utilizing the libraries' services and collections. Training and instruction are offered in the Library and in many classes, and are also provided over the phone or electronically through e-mail, chat, and digital reference. Help with technology is also available at a Technology desk in the Library.

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

The Miller/Knopf Career Resource Library, located at One Palace Road, is a reference center where students can explore and research various academic programs and career opportunities.

The School of Management Library supports the specialized needs of graduate management students. The facility is at 411 Commonwealth Avenue.

The Simmons College Library belongs to the Fenway Library Consortium, which is composed of 15 nearby libraries. Current members of the Simmons College community have library privileges at the other 14 libraries: the Brookline Public Library; libraries at Emerson, Emmanuel, Hebrew and Wheelock Colleges; Roxbury Community College; Massachusetts College of Art; Massachusetts College of Pharmacy and Health Sciences; Suffolk and Lesley Universities; 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 Office of the Dean for Student Life

Dean: Sheila Murphy

Website: <http://www.simmons.edu/student-life/>

The Office of the Dean for Student Life coordinates a comprehensive set of programs and services designed to enhance Simmons College undergraduate and graduate students' educational experience. It includes the following departments: athletics, the counseling center, the health center, health education, residence life, leadership and first-year programs, student activities, the Upward Bound program, and religious life. Staff members in the student life office provide specialized services for ALANA (African American, Latina, Asian, and Native American) students, Dix Scholars, international students, and commuting students.

Information on Simmons College policies, procedures, and academic and social programs is available through the Office of the Dean for Student Life. The staff in the dean's office administer the following programs: undergraduate orientations, international student advising domestic exchange, ALANA, retention programs, assessment programs, advice on leaves of absence and change of status, and other issues of interest and concern to students.

Students are welcome to schedule appointments to discuss specific issues of interest. Evening appointments are available for the con-

venience of students who may be unavailable during business hours.

Physical Education, Intercollegiate Athletics, Recreation, and Intramurals

Director: Alice Kantor

Website: <http://my.simmons.edu/campuslife/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 have captured many championship titles. For example: Simmons's soccer team won the 1996, 1998, and 2004 Conference Soccer Championships. 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

preseason training, and once the athletic seasons are under way, most teams practice and compete late on weekday afternoons and early on Saturday mornings. Nine 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 William J. 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; one 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, spinning room and cardiovascular training equipment such as treadmills, rowing ergometers, stationary bicycles, and Stairmasters.

Office of Public Safety

Director: Gerald Chaulk

Website: <http://my.simmons.edu/services/business/public-safety/index.shtml>

All members of the Simmons community should take an active role in their own safety and security both on and off campus. On campus, the College's Office of Public Safety coordinates security and safety measures for the College, and uniformed public safety officers are on duty at various locations on the campus. Supervisors in the Office of Public Safety are licensed by the Commonwealth of Massachusetts as special police officers and have authority to make arrests and enforce the laws of the Commonwealth on College property.

The administrative offices of the Office of Public Safety are located on the ground floor of the east wing of the Main College Building, Room Eoo8. The dispatch center is located in Simmons Hall on the Residence campus. They can be contacted any time day or night at ext. 1111 in an emergency and at ext. 1112 for non-emergency situations.

Members of the Simmons community should always be prepared to show their College ID cards to College public safety personnel. The Office of Public Safety distributes the Annual Report of Safety and Security, which contains useful and important information for all members of the Simmons community and can be obtained from the Public Safety Department at any time.

The Office of the Registrar

Registrar: Donna Dolan

Website: <http://my.simmons.edu/services/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: Jeanais Brodie

Website: <http://my.simmons.edu/services/residence-life/>

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 that foster personal growth and development. The residential halls are staffed by a combination of full- and part-time professionals and paraprofessionals. Residence Life staff members work 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, triple, and quadruple

rooms. First-year students typically reside in designated first-year spaces with programs targeted to their needs as first-year students. 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 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.

Technology

Executive Director: Robert Kuhn

Website: <http://my.simmons.edu/technology/students>

Technology at Simmons College is dedicated to making your technological experience at Simmons go smoothly. Simmons provides you with an e-mail account and other network resources. Many students choose to buy a computer before coming to school. For technical recommendations and access to substantial savings through Simmons online stores, visit <http://my.simmons.edu/purchasing>. Be sure to protect your computer with free anti-virus and other software Technology makes available for free at <http://my.simmons.edu/disinfect-protect>.

Conveniently located throughout campus you will find computers with software you need to complete your coursework. For more information about general access and lab locations, including hours of operation, see <http://my.simmons.edu/technology/labs>. There are two technology support desks. At the Information Commons Technology Desk, on the first floor of the library, you can get technical assistance with software on the computers in the area, and borrow wireless laptops. And the Help Desk is your email and phone technology support resource; call 617.521.2222 or e-mail helpdesk@simmons.edu. The Help Desk also offers self-help clinics where you can learn how to troubleshoot problems with your own computer.

Technology Media Services, located in P108, lends videotapes, DVDs, and audio-video

equipment (e.g. digital, SLR, and mini-DV cameras). For information about borrowing and for locations of viewing stations on campus, please see <http://my.simmons.edu/technology/media/>.

Through the Pottruck Technology Resource Center, current students can enroll, free of charge, in workshops on such topics as Microsoft Excel, PowerPoint, and Word, web design tools, and video editing: <http://my.simmons.edu/technology/ptrc>.

College of Arts and Sciences

Diane C. Raymond, Dean and Professor
Cathryn M. Mercier, Associate Dean and Professor

Graduate Programs Offered

Communications Management

Communications Management

General Education

Educational Leadership
Elementary, Middle, and Secondary Teaching
Teaching English as a Second Language
Urban Elementary Education
Non-Licensure Programs

Special Education

Applied Behavior Analysis (PhD)
Moderate Disabilities
Severe Disabilities
Assistive/Special Education Technology
Behavioral Education
Language and Literacy
Administrator of Special Education (PhD)
Supervisor/Director
Non-Licensure Programs

Liberal Arts

Children's Literature
English

Gender/Cultural Studies
Spanish
Writing for Children

Dual-Degree Programs

History and Archives Management
Master of Arts in Teaching in conjunction
with Children's Literature, English,
Gender/Cultural Studies, or Spanish
MA in Children's Literature and MFA in
Writing for Children

For information, applications, and publications for the programs listed above, contact:

Graduate Studies Admission
Simmons College
300 The Fenway
Boston, MA 02115-5898
Telephone: 617.521.2915
Fax: 617.521.3058
E-mail: gsa@simmons.edu

Admissions

The following conditions for the master's degree, CAGS, or Ed.S apply:

1. A baccalaureate degree from an accredited institution
2. Evidence of satisfactory completion of courses required for entry into a program
3. A satisfactory grade point average, as stipulated by individual graduate-level programs

Once admitted, the school or program advisor must approve all courses selected by the student. Part-time study is possible in all CAS graduate programs. Please consult individual program descriptions in this catalog for additional information about specific admission requirements.

All students are expected to meet high academic standards as defined by individual programs. A student's connection with the College can be terminated whenever, in the judgment of the faculty, he/she has failed to show sufficient industry, scholarship, or professional aptitude.

Partnerships

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.

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.

The Fenway Alliance – Provides members of the Simmons community access to the many programs and events offered through this Fenway-area consortium of academic, cultural, and arts organizations.

The Girls Get Connected Collaborative – Provides Simmons students the opportunity to work with middle-school girls on technology projects.

Graduate Consortium of Women's Studies – Offers gender/cultural studies students interdisciplinary graduate seminars at the Radcliffe Institute for Advanced Study.

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

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

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

Centers and Publications

Center for Gender in Organizations

Director: Patricia Deyton

Website: <http://www.simmons.edu/som/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, visit the website (see above).

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

Director: Loretta J. Williams

Website: <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 U.S. and Canadian authors whose focus is bigotry and anti-bigotry. For more information, visit the website (see above).

The Scott/Ross Center for Community Service

Director: Stephen London

Director of Service Learning: TBA

Director of Graduate Community Service: Carolyn Grimes

Website: <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. For more information, visit the website (see above).

Simmons Institute for Leadership and Change

Director: Diane Hammer

Website: <http://www.simmons.edu/silc>

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 people 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: Cathryn Mercier
 Website: 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 the *Graduate Course Catalog* 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 help cultivate literary awareness and cultural diversity on the campus. Taking as its inspiration the work of the African American novelist, playwright, and folklorist Zora Neale Hurston, the center seeks to present an inclusive forum for contemporary poets, playwrights, and fiction and prose writers issuing from a foundation in the experience of the African diaspora. It further seeks to strengthen 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 or Rachel Ruggles, the ZNH administrator, at 617.521.2220.

Registration and Financial Information

New Students

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.

Returning Students

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

2006–2007 Fees for Graduate Division

Note: All tuition and fees are subject to revision by the Board of Trustees. For 2007–2008 figures, consult the catalog addendum, available in spring 2007.

Application Fee

Master's program	\$ 35
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Tuition Fees, per semester hour

Liberal arts, MCM, and dual-degree programs	\$ 825
Special education programs	\$ 700
General education programs	\$ 700

Student Activity Fees, per semester and summer session

Graduate studies programs	\$ 20
Graduate Residence (room and board, two semesters – fall/spring)	\$ 11,970
Health Center Fee (two semesters)	\$ 588

Massachusetts Medical Insurance

Massachusetts state law mandates that all students taking at least 75 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 completed online at the website of our insurance provider, UniversityHealthPlans.com. The waivers must be completed 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 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. Students who do not settle their accounts prior to the first day of classes may have to select courses on a space-available basis.

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).

Overdue accounts will be charged a delinquent fee of \$10 plus one percent (12 percent annual 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 graduate 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 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.

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 fewer than 12 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.

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.

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. Only official add/drop forms will be accepted as evidence that a student has withdrawn from a class or program. (Non-attendance in a class does not constitute withdrawal from that class.)

This refund policy applies when the student's course load falls below 12 credit hours per semester.

<i>Courses Dropped On or Before</i>	<i>Percentage of Tuition Charges Cancelled</i>
Fall Semester 2006	
September 15	100 percent
September 22	80 percent
September 29	60 percent
October 8	40 percent
October 13	20 percent
<i>Courses Dropped On or Before</i>	<i>Percentage of Tuition Charges Cancelled</i>
Spring Semester 2007	
January 26	100 percent
February 2	80 percent
February 9	60 percent
February 16	40 percent
February 23	20 percent

Weekend Courses

	Refund
Prior to the first day of class	100 percent
By the end of the first day of class	60 percent
After the first day of class	No refund

One-Week Courses

	Refund
Prior to the first day of class	100 percent
Once class begins	No refund

Multi-Week Courses

	Refund
Prior to the first day of class	100 percent
By the end of the second meeting of class	70 percent
By the end of the fourth meeting of class	50 percent
After the fourth meeting of class	No refund

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 midsemester but who has paid his/her bills may receive his/her deposit in full upon written notification to the director of residence life. Students should be aware that the 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 5 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.

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

Many graduate 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 that 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, he/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 his/her aid based on the period of time he/she remained enrolled. If a student is considering withdrawal, he/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 Financial Services.

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.

Non-Degree Registration

All graduate programs allow enrollment as a non-matriculating or non-degree student.

A non-degree student can earn a maximum of eight semester hours. A student must apply for admission to the program if he/she wishes to continue taking courses beyond eight semester hours. Non-degree students must earn a grade of B (3.00) or better in each course in order to be subsequently considered for admission. Courses taken as a non-degree student may be counted toward a degree if the student is admitted to a degree program. Satisfactory performance as a special student is a prerequisite to admission to a degree program; however, it does not guarantee admission.

As non-degree students, special students are not eligible for Simmons College or federal financial aid. Simmons College is not able to provide an I-20 or IAP-66 for study in the non-degree student status because these students are not fully admitted and matriculated.

International Students

The College of Arts and Sciences welcomes student's from all countries. International students complete the standard application requirements required by the specific academic program, with a few additions:

Officially translated and evaluated transcripts are required if not originally written in English. Only transcripts translated and evaluated by authorized organizations are accepted. The preferred provider of transcript evaluations at Simmons is the Center for Education Documentation, PO Box 231126, Boston, MA 02123-1126, telephone 617.338.7171, fax 617.338.7101.

International students must demonstrate that they have sufficient funds available to meet all the travel, living, and educational expenses for graduate study in the U.S. This financial documentation must be provided only if you are admitted to a graduate program at Simmons College.

The Test of English as a Foreign Language (TOEFL) is required of all applicants whose first language is not English. The exam will be waived if the applicant has earned a bachelor's degree or higher from a U.S. institution.

Minimum scores for consideration – by program:

550 Paper Test (213 Computer Test)

MAT and general education programs
Children's literature
English
Spanish

600 Paper Test (250 Computer)

Communications management

MATESL

Special education programs
Gender/cultural studies

Financial Aid

Limited merit aid based on academic excellence is available depending upon funding levels for the graduate program. The primary responsibility for educational financing belongs with the student. Simmons College and/or the federal government may award funds to supplement the student's ability to pay.

In order to be considered for federal and other types of financial aid, students must file the Free Application for Federal Student Aid (FAFSA), and a Simmons College Graduate Supplemental Information Form. Students must reapply for financial aid each year, and meet the published priority application receipt dates in order to be considered for all the various types of financial aid available. Calculated need, available funding, and meeting all eligibility criteria will determine the financial aid package each year. For additional information, students should contact the Office of Student Financial Services.

Information about the following scholarship's can be obtained for the Office of Graduate Studies Admissions.

Virginia Haviland Scholarship

The Center for the Study of Children's Literature annually names as a Virginia Haviland Scholar a student who demonstrates academic and professional excellence and promise.

Kennedy Scholarship

The programs in special education annually award the Senator Edward Kennedy scholarship to a graduate student in special education.

Opportunity Scholarship

The Office of the Dean annually awards opportunity scholarships to students who have demonstrated outstanding academic performance and personal achievement and who show a commitment to contributing to Simmons's increasingly diverse population.

Teaching Assistantships

A limited number of teaching assistantships (TAs) are granted to qualified graduate students. Students must apply for such awards and are selected by that graduate program director, in consultation with the dean and the director of graduate studies admission. Students with TAs are assigned to a specific course and work under the close supervision of a graduate faculty member. Normally, TAs cover approximately half the cost of a graduate course.

Academic Policies and Procedures

Note: In addition to the policies listed below, some programs may have further restrictions. Please consult individual programs for complete information.

Transfer of Credits

Under special circumstances, students may receive credit for graduate work completed at another accredited institution. Between four and eight semester hours are granted. Transfer courses must be graduate level. The lowest grade accepted for transfer is a B. Transfer courses may not have been credited or used towards another degree. Courses for transfer may not have been taken more than five years prior to date of petition. No credit is granted for more than the value assigned by the host institution. Students who transfer courses valued at three credits may have one credit waived towards the Simmons degree. Quarter hours transfer at two thirds of a credit per semester hour.

Students interested in transferring a course must complete the Petition to Transfer Credit form.

Extension of Time to Complete Coursework

Incomplete coursework must be completed early in the semester immediately following the

semester in which the incomplete grade was granted; grades must be submitted by February 1 for fall semester, July 1 for spring semester, and September 1 for summer semesters. Failure to submit a petition for extension of time or submit work by the deadline will result in a grade of F. Students requesting an incomplete grade must complete the Petition for Extension of Time to Complete Coursework.

Leave of Absence/Readmission to Active Status

Students may choose not to enroll for a fall or spring semester during their graduate study. It is important for students to discuss the implications of taking a leave of absence with their program director as they make this decision. Students must complete a Petition for Leave of Absence prior to the semester in which they do not enroll. Financial Aid recipients must also notify the Office of Student Financial Services. Students who take a leave of absence must complete the degree within the established length of time for completion of degrees (see below), regardless of the length of time away from the program or changes in the program. Students may be held to new program requirements upon return. To register after returning from a leave of absence, students must complete a Request for Readmission to Active Status.

Length of Time to Complete Degree

Students must complete the degree within the established time allotted, beginning from date of first enrollment and regardless of semester(s) away from the College. The specific amount of time for degree completion varies by program.

Four years: MAT, special education

Five years: children's literature, communications management, gender/cultural studies, Spanish, MATESL

Seven years: English, archives and history management, dual degree (MAT/liberal arts)

Undergraduate/Graduate Dual Programs:

Same time allotment as corresponding graduate programs. Time allotment begins after the completion of the 128 undergraduate credit requirements.

Withdrawal from the College

A student who withdraws from all courses and does not plan to return to Simmons should complete a Notice of Withdrawal from the College form. At such time, a student will be considered withdrawn.

Any student who withdrew from Simmons and wishes to reenroll must complete the Request for Readmission to Active Status form. Such students will be required to meet new program requirements and expectations.

Satisfactory Progress Toward the Degree

The overall grade point average required for the degree is B (3.00) or better. Graduate students are expected to maintain an average at or above a B each semester. Program directors have the responsibility to monitor graduate students' academic standing. Academic warning, academic probation, or exclusion from the program may be recommended by the program director. Students on warning or probation are extended all the rights and privileges of regularly enrolled students but are placed in this category as notification that they must improve their grades in order to receive their degrees. Students may, upon recommendation of their program director, be relieved of probationary status with improvement of their grades. Students on probation should consult the director of the Office of Student Financial Services concerning effects of probation on their financial aid status.

Grading Policy

The grading system is based upon categories and numerical values as follows:

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, RW	= 0
W	= Approved Withdrawal

Students enrolled in CAS graduate programs may not take courses on a pass/fail basis.

Grievance Procedure

A student with a grievance regarding a grade should first discuss the grievance with the instructor. If issues are not resolved, the student should talk to the program director. In the event that the issue is not settled within the program, the student may bring the matter to the Associate Dean of the College as a formal grade appeal.

Graduate Student Development Fund

CAS has established the Graduate Student Development Fund to support activities that contribute to the overall professional development of its graduate students. These activities include, but are not limited to, presenting papers at professional meetings, workshop participation, research, and other activities related to enhancing professional development.

The Office of the Dean will review applications, which will be considered from September through May. Applications must be submitted so that the award activity commences after the decision process takes place. No awards are made after the activity has been completed. Criteria applied as part of the review process include relevance of the activity to the graduate student's professional development or research plans and level of contribution and/or involvement in the activity.

The graduate student development fund will help to support travel costs and registration fees. The awards may be granted as follows:

- Up to \$200 for attendance at professional development activities, such as a conference, workshop; or
- Up to \$400 for presentation at professional development activities, such as a conference, workshop, or professional meeting
- Up to \$600 for exceptional cases or for international travel

Each graduate student may receive only one award during the academic year. Graduate student development funds are available only to students who have been admitted to a graduate degree program in CAS. Awards will be given out until funds are depleted for that academic year. For further information, please contact the Office of the Dean of the College of Arts and Sciences at 617.521.2091 or cas@simmons.edu.