



# SIMMONS COLLEGE

**Graduate Course Catalog  
College of Arts and Sciences**

**2010–2011**



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## 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.

## 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.

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## 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/he 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/his own creation and for not representing as her/his own work that which is not hers/his; 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/he is officially enrolled, and does not contact the professor prior to the first class meeting by voicemail, email, in writing, or in person, the student may have placed her/his 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/he has previously been on a waiting list.

A student who is experiencing difficulty with a course is encouraged to discuss her/his progress with her/his instructor as soon as possible. Her/His 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 their grievance with 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, and 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; ath-

letic 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/his 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, cocurricular 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, D.C. 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 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 Disability Services Office, located in the Center for Academic Achievement. The College's Disability Services Office 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. The College's ADA compliance officer oversees the Disability Services Office staff members. Concerns or grievances with the Disability Services Office and/or its determinations regarding accommodations should be brought to the ADA compliance officer, Tim Rogers.

### ***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 effect 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.

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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 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. Helen G. Dinan is the current president.

**The Provost**, reporting to the president, is the chief academic officer and the second highest ranking officer at Simmons. All Deans, the Office of Sponsored Research, the Library, the Registrar, the Career Education Center, and the Study Abroad Office shall report to the provost. In the president's absence, the provost shall serve as the chief executive officer for the

university. The provost provides leadership and advocacy for Simmons's academic programs. The provost coordinates and manages the promotion and tenure process, advises the president and Board of Trustees on academic matters, and plays a major role in developing the annual budget and in recommending allocation of resources, particularly within academic units.

**The Vice Presidents** are the leaders of the five administrative units of the College. They are responsible for the day-to-day operation of the College as well as long-term planning, staffing decisions, and resource allocation for their respective divisions and for the College as a whole. They also serve on the President's Council along with the Deans of each school.

**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 also serves as clerk of the College and secretary to the Board of Trustees. 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.

## College of Arts and Sciences

Laurie C. Crumpacker, Dean

Cathryn M. Mercier, Associate Dean and Professor

### *Graduate Programs Offered*

#### **Behavior Analysis**

##### **Behavior Analysis**

Applied Behavior Analysis (PhD)

#### **Communications Management**

Communications Management

#### **General Education**

Educational Leadership

Educational Leadership (PhD)

Elementary, Middle, and Secondary Teaching

Teaching English as a Second Language

#### **Special Education**

Moderate Disabilities

Severe Disabilities

Assistive/Special Education Technology

Language and Literacy

#### **Liberal Arts**

Children's Literature

English

Gender/Cultural Studies

History

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 History

MA in Children's Literature and MFA in

Writing for Children

MA in Gender/Cultural Studies and MS in

Communications Management

MA in Children's Literature and MA in

English

MA in Children's Literature and MS in Library Services 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

Email: [gsa@simmons.edu](mailto:gsa@simmons.edu)

#### **Admission**

The following conditions for the master's degree apply:

1. A baccalaureate degree from an accredited institution (for CAGS, Ed.S., and PhD programs – a master's 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 a student is 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.

## 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.

### 2010–2011 Fees for Graduate Division

*Note: All tuition and fees are subject to revision by the Board of Trustees.*

#### Application Fee

Master's program	\$ 35
Doctoral program	\$ 80

#### Tuition Fees, per semester hour

Liberal arts, MCM, doctoral, and dual-degree programs	\$ 925
Education programs	\$ 800

#### Student Activity Fees, per semester and summer session

Graduate studies programs	\$ 50
Graduate Residence (room and board, two semesters – fall/spring)	\$ 13,970
Health Center Fee (two semesters)	\$ 710
Health Insurance (two semesters)	\$ 2,500

### Massachusetts Medical Insurance

Massachusetts state law mandates that all students taking at least nine or more 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).

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 15 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>
<b>Fall Semester 2010</b>	
September 10	100 percent
September 17	80 percent
September 24	60 percent
October 1	40 percent
October 8	20 percent
On or after October 9	0 percent

<i>Courses Dropped On or Before</i>	<i>Percentage of Tuition Charges Cancelled</i>
<b>Spring Semester 2011</b>	
January 28	100 percent
February 4	80 percent
February 11	60 percent
February 18	40 percent
February 25	20 percent
On or after February 26	0 percent

<b>Weekend Courses</b>	<b>Refund</b>
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

<b>One-Week Courses</b>	<b>Refund</b>
Prior to the first day of class	100 percent
Once class begins	No refund

<b>Multi-Week Courses</b>	<b>Refund</b>
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, they will be refunded a prorated 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. In addition, charges for damage or loss of College property attributed to the resident student may be

assessed.

### **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 remains 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 master's level 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 (3.0) 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 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 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. Only transcripts translated and evaluated by authorized organizations are accepted. The preferred provider of transcript evaluations at Simmons is the World Education Services (WES), Bowling Green Station, PO Box 5087, New York, NY, 10274. Telephone: 212-966-6311. Fax: 212-739-6100. [www.wers.org](http://www.wers.org).

If admitted, international students must demonstrate that they have sufficient funds available to meet all the travel, living, and edu-

cational expenses for graduate study in the U.S.

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 are 600 Paper Test, 250 Computer Test, or 100 Internet-based test.

## 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 scholarships can be obtained at 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.

### 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. Research assistantships (RAs) are also granted.

## 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 to 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, spring, or summer 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 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, dual-degree programs

#### **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.

A student who does not return from an approved leave of absence may be withdrawn from the College.

### ***Satisfactory Progress Toward the Degree***

The overall grade point average required for the degree is B (3.0) 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:

<b>A</b>	<b>= 4.00</b>
<b>A-</b>	<b>= 3.67</b>
<b>B+</b>	<b>= 3.33</b>
<b>B</b>	<b>= 3.00</b>

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	= <b>Approved Withdrawal</b>

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 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. A limited amount is available to support research related to thesis, independent study and/or capstone courses.

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 research related to thesis, independent study, and/or capstone courses when expenses exceed \$200. Proposals should include a budget for the first \$200 assumed by the student as well as the additional expenses for which the student is applying.
- Up to \$400 for presentation at professional development activities, such as a conferences, workshops, or professional meetings.
- 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](mailto:cas@simmons.edu).

Graduate Student Development Fund

## READING A 2010-2011 CATALOG COURSE DESCRIPTION

Each department uses one or more prefixes to identify its courses. "GCS" indicates that this is a Gender/Cultural Studies course, offered by the Graduate Program in Gender/Cultural Studies. Courses in the 400 and 500 series are graduate level.

TC: If a course number is followed by TC, that course is a short-term course. Travel courses usually run for two to four weeks, beginning at the end of final exams in the spring term. They are counted as part of a student's spring semester course load. For more examples of short-term courses, see the *Undergraduate Course Catalog*.

### GCS 430 Cultural Theory (S-1,2)

4 sem. hrs. Prereq.: GCS 403 or consent of the instructor.

An intensive reading seminar, intended to provide an introduction to the theoretical debates regarding the study of culture that have taken place in the last twenty years. Explores theories of nations, publics, and identities. Considers a number of theorists including Bourdieu, Haberman, Foucault, Hall, and Butler. Bergland, Puri.

#### Semester Hours

Like GCS 430, most courses count as

four semester hours

although there are

some for two or

eight semester

hours. Requirements

vary by

program, so check

the individual graduate

program for the

number of semester

hours or credits

needed to satisfy

the degree.

#### Prerequisites and Course

##### Limitations

This course has a prerequi-

site of GCS 403, meaning

that students must have

completed the prerequisite

before enrolling in GCS 430.

Note that the prerequisite

also says consent of the

instructor, indicating

the instructor may grant permis-

sion to enroll without having

taken the prerequisite

course. In such cases, stu-

dents should contact the

instructor or department for

more information.

#### Course Title

The course title indicates the major area(s) of focus for the course. Some titles are more descriptive and self-explanatory than others. Therefore, students should rely on the course description for information about the content and format of the course.

#### Semester Offered

This code indicates which semester(s) the course

will be offered in 2011:

F = Fall

S = Spring

U = Summer

1 = Academic Year 2010

2 = Academic Year 2011

Thus GCS 430, designated (S>1,2), will be offered in the spring of both academic years.

A course designated (F>1,2; S>1,2) will be offered in the fall and spring semesters of both years, etc.

#### Course Instructor

The instructor of the course is listed at the end of the course description. Information about the educational background of the faculty can be found in the back of the catalog. Note that some courses list

Staff as the instructor, meaning that the course is taught by an instructor who is not a member of the full-time faculty or has not yet been determined.

#### Course Description

The description provides a brief overview of the content and approach of the course.

It might also offer an idea of the kinds of work that will be required, such as writing, research, creative work, or laboratory work.