

**PROGRAMS FOR
SCHOOL LIBRARY TEACHER
SCHOOL LIBRARY SUPERVISOR/DIRECTOR**

STUDENT HANDBOOK

SPRING 2006



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INFORMATION SCIENCE
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INTRODUCTION

Simmons College is a private non-sectarian institution serving over 2,800 graduate students (women and men) and 1,300 undergraduate students (women). The Graduate School of Library and Information Science (GSLIS) has been part of the College since its founding in 1899. The School Library Teacher program (SLTP) was developed when the School was founded and became a state approved National Association of State Directors of Teacher Education and Certification (NASDTEC) program in 1980.

The master of science in library and information science is offered to students pursuing an educational specialization as a library teacher. A library teacher license is a prerequisite to be accepted as a candidate for library supervisor/director. Our current doctor of arts, which prepares students for a leadership role as a library supervisor/director, is being phased out and replaced by a PhD program beginning in Fall 2006.

After completing the state-approved program either as a library teacher or supervisor/director, students are eligible to be recommended to the Massachusetts Department of Education (DOE) for licensure. Under the 2001 Massachusetts “Regulations for Educator Licensure and Preparation Program Approval,” the library teacher license is an initial credential. This means that the library teacher license now stands as a base credential, and no other license (such as English certification) is required for licensure as a library teacher.

Our programs emphasize managerial and leadership skills. They respond to today's critical need to educate public and private school personnel who serve the entire school community—students (including those with special needs), teachers, and administrators. Our philosophy is one of excellence in service for elementary and secondary educational settings.

Our programs are exceptional in providing not only courses, but also field-based experiences, and a capstone experience involving onsite work at both elementary and secondary schools. These experiences enable the future library teacher to develop effective strategies to be strong professionals in a variety of leadership roles while building a solid career path for success in various educational settings.

This handbook aims to acquaint students of the School Library Teacher Program with the policies, procedures, and resources of GSLIS and Simmons College. For a complete listing and explanation of the College's policies and resources, please consult the *2004-2006 Simmons College Student Handbook*.

2005 – 2006 ACADEMIC CALENDAR

September

- 5 Labor Day holiday (no classes)
- 6 Boston Orientation for new students
- 7 Boston fall classes begin
- 8 Mount Holyoke Orientation for new students
- 10 Mount Holyoke classes begin

October

- 8 Columbus Day observed in Mount Holyoke (no classes)
- 10 Columbus Day holiday (no classes)

November

- 11 Veteran's Day holiday (no classes)
- 24-26 Thanksgiving break (no classes)

December

- 17 Boston classes end
- 17 Mount Holyoke classes end

January

- 3–7 Short course week
- 17 Martin Luther King, Jr. holiday (no classes)
- 21 Boston Orientation for new students
- 22 Boston spring classes begin
- 20 Mount Holyoke Orientation for new students
- 29 Mount Holyoke classes begin

February

- 21 President's Day holiday (no classes)

March

- 7–12 Spring Break
- 12, 19 Mount Holyoke (no classes)
- 26 Easter weekend (no classes)

April

- 18 Patriots' Day holiday (no classes)

May

- 7 Mount Holyoke classes end
- 9 Boston classes end
- 15 Commencement
- 16 Summer session I (weekend and partial-week courses)
- 30 Memorial Day holiday (no classes)

June

- 13-17 Summer Session I (short course week)
- 20 Boston Orientation for new students
- 20 Summer Session II classes begin

July

- 4 Independence Day holiday (no classes)

August

- 1 Boston classes end

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SCHOOL LIBRARY TEACHER PROGRAM INFORMATION

1. Course Requirements for Library Teacher Licensure

The School Library Teacher program has been approved by the Massachusetts Department of Education (referred in this handbook as the DOE) under the ICC/NASDTEC process.

As of Fall 2005, GSLIS has changed from a 4-credit per class system to a 3-credit per class system. With this change, a new curriculum of required courses for the School Library Teacher program has been developed. Students who were enrolled in GSLIS prior to Fall 2005 have two options: 1) continue in the 4-credit system with the required courses outlined below, or 2) switch to the 3-credit system with the required courses outlined below. Students who matriculate starting in the Fall 2005 semester are required to complete the 3-credit curriculum. In both the 4-credit and the 3-credit systems, a total of 36 credits is required for graduation. For more detailed information on these curriculum changes, please visit the Simmons College GSLIS website at: <http://my.simmons.edu/gslis/courses/curriculum/>

The approved program curriculum for students entering the program prior to Fall 2005:

- LIS 403 Evaluation of Information Service (new title)
- LIS 406 Organization and Management of School Library Media Centers (new title)
- LIS 407 Reference/Information Services
- LIS 415 Information Organization (new title)
- LIS 426 Curriculum Frameworks and Instructional Strategies for Library Teachers
- LIS 460 Technology and the School Library Media Center (new title)
- LIS 481 Children's Literature and Media Collections
- LIS 483 Young Adult Literature (new title)
- LIS 498 Practicum (preK – 8) (2 credits)*+
- LIS 499 Practicum (7 – 12) (2 credits)*+

The approved program curriculum for students entering the program Fall 2005 and thereafter:

- LIS 403 Evaluation of Information Services (new title)
- LIS 406 Organization and Management of School Library Media Centers (new title)
- LIS 407 Reference/Information Services
- LIS 415 Information Organization (new title)
- LIS 426 Curriculum Frameworks and Instructional Strategies for Library Teachers
- LIS 431 Instructional Strategies for Effective Teaching and Learning in the School Library Media Center (new title)
- LIS 460 Technology and the School Library Media Center (new title)
- LIS 481 Children's Literature and Media Collections
- LIS 483 Young Adult Literature (new title)
- LIS 498 Practicum (preK – 8) *+
- LIS 499 Practicum (7 – 12)*+
- LIS ____ 3-credit LIS Elective to be decided by the student

*A candidate may substitute LIS 495 - Apprenticeship for one of the practica. Arrangements for LIS 495 are approved by the program director.

+ Before entering a practicum, the candidate must take and achieve a passing score in the MTEL (Massachusetts

Note: courses offered at the Mount Holyoke campus are designated as section “-20.” For example, LIS 407-20 is the section of LIS 407 that is offered at the Mount Holyoke campus. Classes taken for 3-credits end with “N” after the section number.

The following is a suggested sequence of courses for the 3-credit curriculum. The sequence is based on a fall start in the program. This sequence can be adjusted to fit a spring or summer start.

<u>First Semester</u>	<u>Second Semester</u>	<u>Third/Summer Semester</u>	<u>Fourth Semester</u>
LIS 403	LIS elective	LIS 415	LIS 406
LIS 407	LIS 431	LIS 483	LIS 498
LIS 481	LIS 426		LIS 499
	LIS 460		

It is the responsibility of students to monitor timely completion of these requirements. Students will not be allowed to register for future courses if prerequisites have not been met.

2. Attendance

The Commonwealth of Massachusetts requires that all candidates for licensure as a library teacher meet specific standards. Standards are assigned to each course in the program. Because these standards are addressed in classes, attendance is mandatory.

It is the responsibility of students to contact an instructor directly before the class regarding absence due to illness or personal emergency.

3. Submission of Papers and Assignments

Most professors require that papers be typed in 12-point font and double-spaced. Standard margins of 1.00 inches on each side should be used. Papers should be proofread for spelling and grammar. Papers must comply with acceptable style guidelines (such as *The Chicago Manual of Style*) or other requirements as noted by the instructor. All sources must be noted in footnotes or in bibliography format.

4. Plagiarism

Students are expected to conduct themselves in a way that is consistent with College policies and in a manner appropriate with the College's mission as an educational institution. The College Corporation retains authority over the granting of degrees and the disciplining of students at the College. In academic matters, mutual responsibility between instructors and students requires cooperation and trust in maintaining the details and spirit of an honor system. This insures that a high level of integrity and honesty will be maintained within the academic programs.

The following are the major violations of the Honor System (the full Honor code can be found at: my.simmons.edu/gslis/resources/student-info/honor-code.shtml):

Cheating: Copying others' works, collaborating with others without authorization, using crib notes or other unauthorized source materials during examinations, accessing and using others' computer files without authorization, and violating other specific regulation of the instructor.

Plagiarism: Intentionally or unintentionally using someone else's words, works, thoughts, or expression of ideas without giving proper credit. When a source is not cited, it is assumed that the words, works, thoughts, or ideas are the sole product of the author, i.e., the student. Plagiarism includes handing in as one's own work a paper on which a student has received extensive aid in substance and/or structure without acknowledging that help, as well as using one paper for more than one course without authorization to do so. Material used from outside readings, references, or the like, must be noted using footnotes, endnotes, or whatever notation devices are appropriate for the field of study. Direct quotations must be differentiated from text using quotation marks or by indenting or single spacing.

Students are strongly encouraged to have others proofread their written work. They can consult with their instructors regarding their written products until 7 days before the due date, and instructors will provide either oral or written feedback. Students may be referred elsewhere for additional academic support. The instructor is not responsible for providing feedback on each specific error. It is the responsibility of the student to thoroughly revise the entire paper before submission on the due date. Assignments will not be accepted after the due date.

5. SLTP (School Library Teacher Program) Vista

The College is in the midst of switching from WebCT to Vista. Once the Vista site is established, it will be maintained for students of the SLTP and can be found at <http://learning.simmons.edu>. This site includes necessary forms and instructions for the capstone and field-based course work, useful websites, recent articles, a directory of current practicum students, and a bulletin board for students to communicate with each other. Once it is completely set up (February/March 2006), an email will be sent to all SLTP students with instructions.

6. Field-based Course Work

There is a fieldwork requirement for three of the SLTP courses. This is different from the practicum. SLTP students are required to complete 75 clock hours of fieldwork. It is recommended that these be distributed in 25-hour blocks in each of the following three courses:

LIS 406	<i>Organization and Management of School Library Media Centers</i>
LIS 407	<i>Reference /Information Services</i>
LIS 481	<i>Children's Literature and Media Collections <u>or</u> LIS 483- Young Adult Literature</i>

At the discretion of the program director, other courses or experiences can be substituted for part of this requirement. Prior to beginning a fieldwork project for a class, students should discuss project ideas with their professor.

Fieldwork projects must be completed in a public school library in Massachusetts. Students may visit a public school outside of Massachusetts for one fieldwork project in the case of

hardship; however, the out of state site must be approved by the program director prior to beginning the project.

Fieldwork projects for classes taken during the summer session should be completed in the following fall semester when the public schools have opened for the year. However, students should come to an agreement with their professor regarding the proposed fieldwork project during the summer session, and that professor should review the project and sign the field work monitoring form when the project is completed.

A field work monitoring form must be filed for each field experience – the course instructor, library teacher at the project site, and the program director must all sign the form. A copy of this form is available at the end of this handbook for your reference. The form is also available for download on the SLTP WebCT site.

7. Course Requirements for Supervisor/Director Licensure

The Supervisor/Director Program has been approved by the DOE under the ICC/NASDTEC process. The approved program course sequence is as follows:

- LIS 426 *Curriculum Frameworks and Instructional Strategies for Library Teachers**
- LIS 632 *Research Methods*
- LIS 642 *Applied Statistics for Library Management*
- LIS 652 *Evaluation of Information Systems*
- LIS 666 *Advance Problems in School Media Center Administration*
- LIS 686 *Systems Analysis in Information Services*
- LIS 692 *Contemporary Management Theory*
- LIS 668 *Practicum S/D (preK-12)*
- LIS 699 *Supervised Field Research*

*Another course can be substituted at the discretion of the Doctoral Committee and the director of the School Library Teacher program if the student has already taken this course (or its equivalent).

Students interested in this program should consult with the director of the SLTP.

In addition to this handbook, doctoral candidates should consult the *Procedures Manual for the Doctor of Arts* program.

8. Capstone Experience

The capstone experience provides students with the opportunity to apply the skills and knowledge that they have learned throughout the course sequence in a school setting. SLTP students are required to complete two, one at the elementary level and one at the secondary level.

Practicum Experience

If students are not currently working in a school library, they can meet the capstone experience requirement by doing two practica. In practica, students shadow an experienced library teacher, create lesson plans, teach library classes, and develop a portfolio that reflects their practica experiences. Each practicum requires a minimum of 100 hours of onsite work at a public

school. At the discretion of the college supervisor and supervising practitioner, additional clock hours may be required. The two practica should be taken in the final semester in the program; however, if necessary, and with the program director's approval, they can be completed in two different semesters.

Students receive academic credit for their practicum work. In the 4-credit system, for each practicum (two), students receive 2 credits in LIS 498 (practicum, preK – 8) and 2 credits in LIS 499 (practicum, 7 – 12), for a total of four credits. In the 3-credit system, for each of the two practica, students receive 3 credits in LIS 498-N (practicum, preK – 8) and 3 credits in LIS 499-N (practicum, 7 – 12). It is the responsibility of the student to register for the appropriate course and the appropriate number of credits.

Before registering for a practicum, students must have a B or higher in all completed courses. Any course in which a student has received a grade lower than B must be repeated before enrolling in a practicum.

The Massachusetts DOE will not license candidates as library teachers until they have taken and passed the Communication and Literacy component of the Massachusetts Tests for Educator Licensure (MTEL). Therefore, students will not be allowed to register and enter practica until they have passed this test. (See Section 10)

Apprenticeship Experience

If students are currently working in school libraries, they can choose to substitute one of the practica with an apprenticeship. The apprenticeship allows the student to receive credit for work experience gained at the student's school of employment. The minimum time requirement for an apprenticeship is 400 clock hours. Individuals who do apprenticeships are required to complete a research paper in addition to the lesson plans and projects required in a practicum. Students staying in the 4-credit system who plan to receive credit for an apprenticeship should register for 2 credits in LIS 495, rather than LIS 498 or LIS 499, depending on the school level in which the student is working. In the 3-credit system, students who plan to receive credit for an apprenticeship should register for 3 credits in LIS 495-N, rather than LIS 498-N or LIS 499-N, depending on the school level in which the student is working. Students who choose to do an apprenticeship should also plan to complete a practicum at the level, elementary or secondary, in which they do not work. To qualify for an apprenticeship, students must be working in a public school in Massachusetts. All apprenticeships must be approved by the program director and the participating school system prior to submitting the apprenticeship application.

Enrollment Process for Capstone Experience

1. At least two months prior to the end of the semester prior to the anticipated start date of the capstone, students should arrange a meeting with the SLTP director to discuss placement options (e.g. if you plan to do a capstone in the fall, you should meet with the director by March). The director will recommend a public school based on your needs and teaching interests.

It is then your responsibility to contact the recommended school and arrange the capstone. The schedule should be based on the availability of the student and the school library teacher. However, a minimum of one full school day per week is required.

Many schools have requirements for student teachers such as having a tuberculosis test (PPD) or a Criminal Offender Record (CORI) check. It is the responsibility of the student to understand and comply with the unique requirements of the host school system.

To receive credit for a practicum or apprenticeship, students must complete the experience in a Massachusetts public school under the supervision of a library teacher with an MLS from an ALA-accredited school with at least three years of school library experience. Private school placements are not made.

2. Students should submit a completed application to the Program Manager by the end of the semester prior to the start date. Specifically, applications for fall capstones are due by May 15th and applications for spring capstones are due by December 15th. Once an application is submitted, practicum placements cannot be changed. The application is available on the SLTP WebCT site.
3. After the application is filed, the program director sends a letter to the school system indicated on the application requesting that the student be accepted for a practicum or apprenticeship. Because this constitutes a legal agreement between the College and the local school system, students cannot begin the capstone until the letter is sent. Therefore, to assure that the contract letter has been sent, students may not begin their practicum/apprenticeship until September 15th in the fall and January 15th in the spring.
4. As part of the capstone experience, students are required to develop a portfolio. Throughout the experience, students must demonstrate competency in teaching library skills and must adhere to the Massachusetts Curriculum Frameworks. A Simmons faculty supervisor visits students at least three times across the two experiences and makes a formal evaluation.
5. During the semester in which students complete the capstone, they should apply online to the Massachusetts DOE for licensure. (See Section 9)
6. The practicum report is a state report that is sent to the MA Department of Education upon graduation to endorse the student's certification as a Library Teacher. It is the responsibility of the student to maintain the practicum report throughout the practicum/apprenticeship. This entails: completing the first page of the report; dating and initialing the report with the GSLIS supervisor and library teacher supervisor at each visit by the GSLIS supervisor; and obtaining the signatures of both library teachers (elementary and secondary) and the GSLIS supervisor at the end of the practicum/apprenticeship. When both capstones (elementary and secondary) are complete, it is the student's responsibility to submit the report to the program assistant.

9. Final Licensure

1. During the semester in which students complete the capstones, they should apply online to the Massachusetts DOE at the following address:
www.doe.mass.edu/Educators/e_license.html
2. Students should be sure to apply for an *initial* license: PreK-12, Library Teacher at the Initial Stage: All Levels. (Initial means you are completing a state approved program. The provisional license is for individuals who are not completing an approved program.)

3. Students must submit a copy of their completed online application to the program assistant showing that they have registered and paid the application fee.

10. Massachusetts Tests for Educator Licensure (MTEL)

All SLTP students must take the MTEL test called “Communication and Literacy Skills.” The Communication and Literacy Skills test is the only MTEL test that is required for licensure as a Library Teacher in the state of MA.

Students must pass both sections of the MTEL Communication and Literacy Skills test and submit a copy of the test results to the program assistant prior to beginning a practicum/apprenticeship. Therefore, the test must be taken well in advance of the anticipated capstone start date. Test dates are not offered frequently, and test results are not issued until one month following the test date, so it is important that students plan accordingly.

To obtain a copy of the Communication and Literacy Skills test preparation booklet, information, and test dates, visit <http://www.mtel.nesinc.com/>.

A copy of the test results must be submitted to:

Simmons College
GSLIS
School Library Teacher Program
300 The Fenway
Boston, MA 02115

11. License Endorsement with the MA DOE

When you have both graduated and completed all requirements of the SLT program, GSLIS will endorse your license application with the MA DOE. The MA DOE will not issue your license until GSLIS has endorsed your application.

In order for GSLIS to endorse your license application with the MA DOE, we must have the following documents on file:

1. Practicum report that covers visits for both your elementary and secondary practica/apprenticeship
2. MTEL scores
3. Copy of MA DOE license application confirmation (we will accept either the confirmation page of the online application or the letter that the MA DOE sends to you confirming that they have received your application and fee)
4. LIS 406 fieldwork monitoring form
5. LIS 407 fieldwork monitoring form
6. LIS 481 fieldwork monitoring form
7. Official documentation of name change if you change your name while in the program

Copies of these forms are included at the end of this handbook as a reference. All of these forms are available to download on the SLTP WebCT site.

After each graduation date, GSLIS sends license endorsements for the graduated students who have submitted all of their paperwork. If we do not have these items from you by your graduation date, we will hold your endorsement until you have submitted all paperwork.

In addition to submitting the above documents to GSLIS, you must also submit an official copy of your undergraduate transcript to the MA DOE.

When the MA DOE has both the endorsement that GSLIS sends and the official undergraduate copy that you send, they will issue your license and send it to you in the mail. Please be patient in waiting for your license – it may take the MA DOE anywhere between six weeks and six months to process your license.

GENERAL INFORMATION ABOUT GSLIS

For information regarding student life at GSLIS, please refer to the Simmons College Student Handbook 2004-2006. The following topics are included:

GSLIS Facilities

- Bulletin Boards (Electronic) & Bulletin Boards (Physical)
- Copying Facilities
- Lockers
- Student Lounge
- Student Mail Folders
- Messages
- Student Information Center
- Technology Lab

Mount Holyoke GSLIS Program

Student Associations and Awards

- Library and Information Science Student Association (LISSA)
- American Library Association (ALA), Student Chapter (ALASC)
- American Society for Information Science & Technology (ASIS&T)
- Society for American Archivists (SAA) Student Chapter
- Special Libraries Association (SLA) Student Chapter
- Massachusetts School Library Media Association (MSLMA) Student Chapter
- Beta Phi Mu
- Kenneth R. Shaffer Award
- Estelle Jussim Award for the Visual Arts

Work Opportunities – Student Employment

Academic Policies

- Advising
- Degree Requirements
- Financial Aid Requirements
- Expenses
- Technology Orientation Requirement
- SOAR: Simmons Online Academic & Administrative Resource
- Schedule Changes
- Incompletes
- Transfer of Credit
- Waiver
- Withdrawal from Courses/Withdrawal from School
- Grades
- Request for Transcripts and Diplomas
- Student Grievance Procedures
- Summer Term
- Continuing Education

SIMMONS COLLEGE RESOURCES

For information regarding student life on the Simmons College campus, please refer to the Simmons College Student Handbook 2004-2006. The following topics are included:

All College Campus Services

- Academic Support Center
- Bookstore
- Campus Card Office
- CareCall
- Career Education Center
- Communication Services
- Commuter Housing
- Computer Store
- Computer Rooms
- Counseling Center
- Dining Services
- Emergency Preparedness and Response
- Health Education
- Health Services
- Library Services
- Meal Plans
- Media Services
- Multicultural Center
- Parking
- Public Safety
- Registrar
- Residence Campus Services
- Residence Life
- Spiritual Life
- Sports and Fitness Center
- Student Box Office
- Student Financial Services
- Trustman Art Gallery
- Zipcar

Standards of Conduct

- Honor System
- Prohibited Conduct
- The Judicial System
- College Policies and Procedures
- Bias-Related Incidents
- Family Educational Rights and Privacy Act
- Acceptable Computer and Network Use Policy
- Policy on Nondiscrimination
- Students with Disabilities
- Hazing Policy

Standards of Conduct, continued

- Sexual Assault
- Sexual Harassment
- Student Rights and Responsibilities Statement
- Policy on Valuing Diversity
- Crime Statistics