

Simmons Graduate School of Library and Information Science

Student Policy Manual Master of Science Degree Program

2011/2012

Policies voted by faculty on May 14, 2010



Graduate School of Library and Information Science

Student Policy Manual

Section S. Students.....	4
S I.01 Add/ Drop.....	4
S I.02 Advising System	4
S I.02.01 Advising	4
S I.02.02 Advising Statement.....	4
S I.02.03 Advising Day.....	4
S I.03 Appeals	5
S I.04 Attendance	5
S I.05 Audits	5
S I.06 Beta Phi Mu.....	6
S I.07 Correspondence From GSLIS	6
S I.08 Credits Allowed per Semester	6
S I.09 Degree Requirements	6
S I.09.01 Academic Scholarship Policy	6
S I.09.02 Technology Orientation Requirement	7
S I.10 Degree Requirements and Time Limit.....	7
S I.11 Full-time Student.....	7
S I.12 Grading System.....	7
S I.13 Graduation Participation Policy.....	8
S I.14 Grievance Policy.....	8
S I.15 Honor Code Policy	8
S I.15.01 Policy	8
S I.15.02 Responsibilities	9
S I.15.03 Procedures	9
S I.15.04 Appeals Process.....	10
S I.16 Incompletes.....	10
S I.17 Independent Study	11
S I.17.01 Eligibility Requirements for Independent Study	11
S I.17.02 Faculty Approval	11
S I.18 Library Student Association	11
S I.19 Low Grades.....	11
S I.20 Non-Degree Student.....	11
S I.21 Non-Discrimination Statement.....	12
S I.22 Short Course Week.....	12
S I.23 Student Data Gathering.....	13
S I.24 Students -- Academic Standing	13
S I.25 Transfer of Credit.....	13
S I.25.01 International Travel Courses.....	13



S I.26	Waiver	I4
S I.27	WISE (Online) Courses	I4
S I.28	Withdrawal from School or Courses	I4
S I.28.01	Withdrawal from Courses	I4
S I.28.02	Withdrawal from School.....	I4
S I.29	Other Simmons College Policies	I5
E I.00	Endnotes	I5



Section S. Students

S 1.01 Add/ Drop

Graduate students are permitted to add and drop courses without financial penalty prior to the second class meeting, provided that the change does not result in an increased or reduced course load. However, a student can add up to four courses in a fall or spring term. No student may enroll in a course after the second class meeting has occurred; however, a student may withdraw from a course without academic penalty at any time prior to its last scheduled meeting.

All add/drops can be made via [AARC](#) through the end date and time listed under “My Registration Priority”. For changes after the posted dates but prior to the second class, contact the Registrar's Office at 617-521-2111. If you have any questions, call the AARC hotline at (617) 521-2102 or e-mail aarcsupport@simmons.edu. Registration is binding, both financially and academically. The date on which the drop occurs determines the refund (if applicable) provided to the student or the re-payment status for students receiving financial aid.

S 1.02 Advising System

S 1.02.01 Advising

Each new student is assigned a faculty advisor. New students are required to meet with their advisors prior to their first semester in attendance to outline a program of study. Periodic consultations with advisors are also recommended.

S 1.02.02 Advising Statement

All students are required to meet with their faculty advisors prior to or during their first semester of study to outline a program of study. This academic program of study is recorded on the student's advising statement, which should be submitted to the GSLIS Student Services Center when completed and signed by the student and his/her faculty advisor.

Advisees may change advisors as their professional needs change in the program at any time during their academic experience. A Change of Advisor form can be obtained from the Student Services Center and must be signed by the student and the new faculty advisor, and returned to the Student Services Center.

See section S 1.10.02 for TOR information.

S 1.02.03 Advising Day

A required Advising Day is held each term for new students. It involves an introduction to the program, meetings with the assigned advisors, lunch, registration,



tour of the library, and TOR workshops. Details are mailed to students and also posted on the [Advising Day website](#).

S 1.03 Appeals

The exclusion of a student from the program may be appealed to the Dean in writing within seven days after receipt of the dismissal letter. The Dean will only consider an appeal when new evidence is presented regarding the circumstances that led to the exclusion. When the Dean does consider an appeal, the student will receive a decision in writing within two weeks after the appeal is received by the Dean.

S 1.04 Attendance

Attendance in classes will be solely the responsibility of individual students, with the understanding that each faculty member formulates an attendance policy and communicates it to students at the outset of each course. An attendance policy will usually include a clear statement of the instructor's expectations with respect to attendance and participation in class meetings, as well as a general indication of the extent to which attendance and participation may influence the overall evaluation of student performance.

In formulating attendance policy, instructors are encouraged to seek the advice of the Dean, other faculty colleagues, or the Assistant Dean for Student Services. It is appropriate for members of the faculty to seek assistance of the Assistant Dean for Student Services in relation to individual problems of attendance.

Students who are registered with the Office of Disability Services, and who will need accommodations around attendance, are encouraged to meet with the Office of Disability Services and the instructor during the first two weeks of the semester. ⁱ

S 1.05 Audits

Current students can audit a thirteenth course during their last semester. Students are allowed to audit only one course, and this option is available to them only in the final semester before they graduate. They must register via paper, as AARC does not allow the 'audit' option. As they are current students, they receive priority registration even though they wish to audit a course, as the course may be filled before they would be able to register at the time when general audits register. Students will receive no grade and no credit for the audit. Students are to contact the Student Services Center when planning on auditing a course in their last semester. Faculty cannot approve an audit for which a student has not registered. Registration must be through the Student Services Center.

S 1.05.01 Informal Audits

Graduate students currently enrolled at GSLIS are not allowed to audit courses informally.



S 1.06 Beta Phi Mu

The Beta Beta Chapter of Beta Phi Mu, an International Library and Information Studies Society, was established in 1972 at Simmons College. This chapter gives recognition to graduating students who achieved a 3.75 cumulative grade point average at the Graduate School of Library and Information Science. Those students who qualify for election are invited by the faculty to join the Beta Beta Chapter of Beta Phi Mu each spring. ⁱⁱ

S 1.07 Correspondence From GSLIS

Students must activate and maintain a Simmons College email account. All school related correspondence will take place only through the Simmons email. Simmons email can be forwarded to a personal email address, but it is the student's responsibility to make certain that Simmons email is checked regularly year round (including summer).

S 1.08 Credits Allowed per Semester

Students may register for no more than 12 credits during the fall or spring terms. During the spring term, this total includes any short courses during March spring break; may register for no more than six credits during the six-week summer session. Students may register for no more than three credits during a short course week in any term. Students in either the dual degree programs of Archives Management/ History or Library Science/Children's Literature should consult with their faculty advisor about exceptions.

S 1.09 Degree Requirements

S 1.09.01 Academic Scholarship Policy

A student in the Master of Science degree program must maintain a grade point average of at least 3.0 (B). In order to qualify for the degree, students must complete thirty-six credit hours, including the following core courses:

- LIS 403 Evaluation of Information Services
- LIS 404 Principles of Management
- LIS 407 Reference/Information Services
- LIS 415 Information Organization
- LIS 488 Technology for Information Professionals

Descriptions for the above courses are available at www.simmons.edu/gslis/academics/courses/core/index.php.

A student who fails to meet the above requirement will ordinarily not be considered for exclusion from the School until he/she has completed at least 12 semester hours. It is understood, however, that the student's connection with the College may be



terminated whenever, in the judgment of the faculty, he/she fails to show sufficient scholarship.

S 1.09.02 Technology Orientation Requirement

The Technology Orientation Requirement (TOR) is a series of tutorials, short quizzes, and hands-on activities that introduces new GSLIS students to the technology and resources at Simmons GSLIS. It ensures that new students are prepared to use the technology required for their courses, regardless of which specific LIS track they take. It is required for all part-time and full-time students, although non-degree and auditing students are also encouraged to look through the materials.

To learn more, please visit the main TOR website at <http://gslis.simmons.edu/tor> where you will find the tutorial materials, a checklist and information on grading policies, and a section that explains how and why the TOR was created.

S 1.10 Degree Requirements and Time Limit

All students must complete requirements for the Master of Science degree within six years of their initial matriculation. The Assistant Dean for Student Services, in consultation with the Dean, has the authority to make exceptions to the six-year time limit up to one academic year. ⁱⁱⁱ

S 1.11 Full-time Student

The federal definition of full-time status for Simmons College is 10 credits and five credits for half-time student status. ^{iv}

S 1.12 Grading System

The following grades, with corresponding numerical valuations, are used to evaluate academic achievement:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0.00

Grades will be posted to the student's AARC account at the end of the semester. Any errors or inquiries regarding grades should be referred to that office in person or by calling (617) 521-2111. Grades cannot be obtained from the GSLIS administrative office at any time. If a grade is needed for reimbursement purposes prior to receipt of your official report, the instructor may be asked.



S 1.13 Graduation Participation Policy

Students who have completed all degree requirements, from the previous graduations of August and January, are invited to participate in the upcoming May Commencement Ceremony. Students in the Archives Management/ History or Library Science/ Children's Literature must complete all requirements in both degree programs in order to be conferred the dual degree.

S 1.14 Grievance Policy

A student with a grievance regarding a grade should first discuss the grievance with the instructor. If issues are not resolved, discuss the matter with the Dean. The Dean may consult with the instructor, but the final decision regarding a grade almost always rests with the instructor.

S 1.15 Honor Code Policy

S 1.15.01 Policy

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:

- *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 regulations 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.

Other violations to the Honor System include:



- *Misusing library and technology resources (including computer hardware and software)*, e.g., mutilating, stealing, deliberately misshelving, concealing or defacing, as in marking, underlining, highlighting, as well as unauthorized reconfiguration of software programs.
- *Illegally duplicating software or violating software licensing agreements.* Software license agreements prevent the duplication of any software application which an individual does not personally own. This excludes public domain software (shareware or freeware).
- *Violating copyright law* (Title 17, *United States Code*, Section 101, et seq.). Students should pay particular attention to section 107 which allows photocopying of copyrighted materials under the guidelines of "fair use" and to section 108, which describes some of the photocopying regulations in academic libraries. (See www.simmons.edu/libraries/copyright.html for the introduction to the Simmons College Copyright Policy. While the policy is directed at employees of Simmons College, GSLIS expects all students to adhere to it as well.

On Advising day, all new students are required to read the Honor Code and sign their student master card acknowledging they have read it and will adhere to it.

S 1.15.02 Responsibilities

By enrolling in Simmons College, each student pledges to uphold the Honor System, which supports this expectation. In addition, students are responsible for upholding the ethical professional standards of their programs. Students must try to ensure that others in the community also act honorably.

Instructors are responsible for defining and explaining the honor system at the beginning of each semester, and for explaining standards of conduct as they relate to cheating and plagiarism in that course, specifically: time limits, use of reference materials, and applicability of the honor system to special projects or cooperatively assigned student tasks. In addition, faculty is expected to provide those conditions and expectations for tests and papers that support personal student responsibility for upholding the honor system.

Students are expected to adhere to the spirit of the Honor System, even when not presented with a direct rule. If there is a question as to whether an action or behavior will meet the Honor System's standards, students should consult with their advisor, the faculty members, or the Assistant Dean for Student Services.

S 1.15.03 Procedures

Any student violating the honor system is responsible for reporting himself or herself immediately to the course instructor. In addition, a student who observes another student violating the honor system is obliged to inform the student in violation to urge that student to report himself or herself to the faculty member. The observing



student is encouraged to report the case to the program director if no action is taken by the offending student.

A faculty member suspecting a student of violating the honor system is encouraged to discuss the matter with the student. If the issue is not resolved at that level, the incident should be reported to the dean, who will attempt to resolve the situation in consultation with the instructor and the student.

S 1.15.04 Appeals Process

If the decision of the Dean does not resolve the violation issue, the Dean will refer the issue to the faculty as a whole for ethical, behavioral and conduct violations not deemed appropriate for the College's Honor Board. Actions deemed appropriate by the voting faculty will be taken at that time. All such faculty decisions are confidential. The Dean may forward academic dishonesty cases to the Simmons College Honor Board when deemed appropriate.

Any student who has a case pending has the following placed on his or her transcript: "Honor Systems Case Pending." If the student is found not to be in violation of the Honor System, any notations regarding an Honor System violation is removed; the transcript of a student found in violation of the Honor System will not note a violation of the Honor System policy, unless the student is excluded from the College. In this case, the transcript will be noted as follows: "Excluded from the College."

When a case is referred to the faculty, the student in question is notified of the meeting. The student must be given an opportunity to examine and respond to the evidence before that meeting.

A violation is established by a preponderance of evidence and the faculty renders an appropriate remedy, which may include exclusion from the College. If any sanctions apply, they are effective immediately upon the decision of the faculty and notification is sent to the student and the instructor. ^v

S 1.16 Incompletes

Students who become ill, have a medical emergency, a death in the immediate family, extreme hardship, or unusual circumstances, may request an incomplete from the instructor. Students must be performing at a passing level to be considered. Forms must be filled out in consultation with the instructor and the Assistant Dean for Student Services must review it. If approval is granted, the incomplete must be finished by the end of the following semester.

If the course work is completed by the agreed upon date, a course grade is then reported. If the course work is not completed, a grade of "W" is reported. A course in which a student receives a "W" will carry no credit toward completion of the



program and will not be included in computation of the student's grade point average. A student may re-register for the course and will pay full tuition. ^{vi}

S 1.17 Independent Study

Independent Study offers a valuable opportunity for the advanced student who has demonstrated ability for research in fields related to personal experience, interest, or objectives. Projects can be adapted to individual students' interests or the common goals of a small group of students working together. For example: Independent Study may include internships, group investigations on a topic of mutual interest, or directed research resulting in an essay.

S 1.17.01 Eligibility Requirements for Independent Study

The student must have successful completion of twelve credits, minimum of 3.0 grade point average; and the ability to make the work and time commitment required of an independent study.

S 1.17.02 Faculty Approval

In order to register for an Independent Study, a student must have prior approval from a supervising faculty member. The supervising faculty member must be a full-time faculty member. Generally, a faculty member should be approached prior to the registration period. Based on that conversation, a student will then fill out an Independent Study form. This statement includes the dimensions of the research involved, the methodology to be used, and the objectives to be reached in the stated project. Once the form has been signed by the student and the supervising faculty member, the form is then submitted to the Assistant Dean for Student Services for final processing.

S 1.18 Library Student Association

The faculty of the Graduate School recognizes the Library and Information Science Student Association (LISSA), and reaffirms its previous votes to this association as the legitimate representatives of the students, and a duly constituted body. The faculty voted to invite LISSA student representatives, up to three, to each meeting of the faculty. ^{vii}

S 1.19 Low Grades

At the final faculty meeting for each semester, those students who have a grade point average below B (3.0) will be discussed at faculty meetings. In addition, any individual member of the faculty may add the name of any individual student to the list for discussion. ^{viii}

S 1.20 Non-Degree Student

S 1.20.01 Audit a course: Those interested in auditing a course may apply to the School as a non-degree student. Normally, classes meet once a week for three hours during regular semesters, and twice a week during the summer session. The option to audit a course is available on a space-available, non-credit basis to GSLIS and



Simmons alumni for \$400 per course, and to non-Simmons applicants for one-half the prevailing tuition. The student activity fee is required as well. Audits are non-refundable after the first class meeting. Registration is binding both financially and academically and the student will be billed for all course work based on the School's billing policy.

S 1.20.02 Students planning to apply to GSLIS: Potential students to the Master of Science degree are not permitted to enroll in courses as non-degree students. The School is at full capacity with degree-seeking students.

S 1.20.03 Simmons Employees: Current employees of Simmons College may enroll in up to six credits as a non-degree student.

S 1.20.04 Those who have earned their LIS degree: Simmons GSLIS alumni or others who have earned their master's in LIS from an ALA-accredited institution are allowed to audit as many courses as they would like, as long as space is available. If credit is necessary, no more than six credits may be completed. The student may petition the Assistant Dean for Student Services if they require completion of more than six credits (e.g., those who already have their master's degree and are interested in completing SLTP or Archives certification).

S 1.20.05 Those interested in professional development but not the degree: Those who want to take a course for professional development and are not planning to apply to the master's degree program at a later date are allowed to enroll as an auditing student and will not receive a grade or credit. If the employer requires proof of earned grade or credit for tuition reimbursement, enrollment in no more than six credits will be allowed. Also, please see the [GSLIS continuing education workshops page](#) for more options.

S 1.20.06 Students enrolled in another LIS program: Anyone currently enrolled in a different LIS program who wishes to transfer coursework to that program may enroll for no more than six credits. Audited courses do not transfer into any degree program, as no grade or credit is earned. ^{ix}

S 1.21 Non-Discrimination Statement

The College does not discriminate unlawfully on the basis of race, color, religion, national origin, age, gender, transgender, gender expression, sexual orientation, disability, or veteran's status in admission or access to, or treatment of employment in, its programs or activities. In accordance with applicable law, admission to the College's undergraduate baccalaureate program is reserved for women. ^x

S 1.22 Short Course Week

A student is limited to taking three credits at a time in one abbreviated format, known as Short Course Week.^{xi}



S 1.23 Student Data Gathering

The faculty recognizes that students' gathering of current data, through questionnaires, field interviews, and similar methods, can represent both a valuable learning experience and a significant contribution to the instructional objectives of courses. However, the faculty expects each instructor to exercise responsibilities in oversight of both the amount and quality of such activities, in order to safeguard the school's relationships with the professional community which is vital to the success of its education program.

In particular, it is the responsibility of each instructor to take all necessary steps to insure that these activities are not permitted to become burdensome to neighboring libraries, that any vehicle to be employed for data gathering is competent in construction and has been properly tested in advance of distribution, that unreasonable deadlines are avoided, and that providing the desired data does not place an inappropriate burden upon respondents.

Furthermore, as a matter of faculty policy, every student preparing to undertake such endeavor should first obtain the permission of his/her instructor. It is the responsibility of all instructors to communicate this policy to students.

The faculty should contact the Office of Sponsored Programs for information about the Institutional Review Board process (x2415) or visit the IRB webpage at <http://www.simmons.edu/offices/sponsored-programs/irb/index.php>.^{xii}

S 1.24 Students -- Academic Standing

A student who comes before the faculty for discussion related to academic standing will receive an appropriate written communication of the discussion, the date, and/or the decision.^{xiii}

S 1.25 Transfer of Credit

Under special circumstances, a student may receive credit for graduate work completed at another ALA accredited graduate institution, with approved exceptions. With the approval of the Simmons GSLIS faculty, the School will accept credit for graduate work completed at another institution towards the Master of Science degree. A student may petition to transfer up to six credits. Courses taken at the graduate level as part of an earned degree may not be considered for transfer of credit. The Assistant Dean for Student Services can be contacted for more information.

Please [download the PDF](#) for the full petition procedure and for the petition form.

S 1.25.01 International Travel Courses

Students interested in taking an international travel course offered by a school other than Simmons GSLIS should consult the approved list of international travel courses



offered at ALA-accredited LIS programs. If the course is on the approved list, the student must complete the "Transfer of Credit" form, and submit it to the Assistant Dean for Student Services for processing. If the course is not on the approved list the student must consult with the Assistant Dean for Student Services for approval. The approved list of courses and the Transfer of Credit Petition Form can be [downloaded as a PDF](#).

S 1.26 Waiver

Students who enter the School with an acceptable background of graduate study in library and information studies from an ALA-accredited program may petition the faculty for a course waiver upon completion of 12 credits in addition to a transfer of credit. If there is no transfer of credit, a waiver may be requested to substitute an elective course from the library and information science curriculum for a required course. A waiver may only be requested if there is sufficient proof of the knowledge of the material covered in the required course to warrant such a waiver.

S 1.27 WISE (Online) Courses

The Graduate School of Library and Information Science officially belongs to [Web-based Information Science Education \(WISE\)](#), a consortium made up of thirteen LIS schools, and thereby enabling GSLIS students the opportunity to take online courses from other leading ALA-accredited programs.

Some policies for WISE courses are different from those that govern regular, on-site, GSLIS courses. If you are considering enrolling in a WISE course, please review the WISE Guidelines for information and policies regarding these courses.

S 1.28 Withdrawal from School or Courses

S 1.28.01 Withdrawal from Courses

A student may withdraw from a course without academic penalty at any time prior to its last scheduled meeting.

S 1.28.02 Withdrawal from School

A student who finds it necessary to withdraw or take a leave of absence from the School during the regular academic year or the summer session must send written notification indicating the reason for withdrawal to the Assistant Dean for Student Services.

Students who decide to withdraw from GSLIS must:

1. Notify and meet with or contact the Assistant Dean for Student Services.
2. Submit the Leave of Absence: Withdrawal form to the Assistant Dean for Student Services indicating your intent to withdraw. No withdrawal becomes official until such written notice has been received.



3. Recipients of financial aid should also notify the Office of Student Financial Aid. Financial aid recipients must also consult a financial aid officer before withdrawal from a course(s), or the program. ^{xiv}

S 1.29 Other Simmons College Policies

In some instances the Graduate School of Library and Information Science and the College may have different policies. In the instance where the policies differ, usually the Graduate School of Library and Information Science policy takes precedence. For policy clarification, students should contact the Assistant Dean for Student Services.

E 1.00 Endnotes

ⁱ Attendance: passed November 8, 1972

ⁱⁱ Beta Phi Mu: passed January 20, 1972

ⁱⁱⁱ December Requirements and Time limits: Degree Requirements passed December 13, 1967; November 13, 1974; Time Limits passed January 11, 1967; December 17, 1968

^{iv} Full-time Student: passed September 18, 1967

^v Honor Code Policy: passed May 19, 1988, amended June 25, 2001

^{vi} Incompletes: passed April 12, 1995; revised May 19, 1995

^{vii} Library Student Association: passed June 5, 1968; January 15, 1970; March 19, 1975; February 13, 1992

^{viii} Low Grades: passed April 8, 1970

^{ix} Non-Student Students, formerly Unclassified Students: passed November 29, 1967; November 4, 1970; December 18, 1981

^x Non-discrimination Statement: passed September 14, 1988

^{xi} Short Course Week: passed April 9, 1997

^{xii} Student Data Gathering: passed May 16, 1973

^{xiii} Students -- Academic Standing: passed April 9, 1969

^{xiv} Withdraw from School or Courses, formerly Withdraw from Courses: passed January 9, 1969; revised April 9, 1997

