

SIMMONS COLLEGE

Undergraduate Program Course Catalog

2004-2006

Addendum Available in Spring 2005



Contents

ACADEMIC CALENDAR 2004 – 2005 6

THE COLLEGE

ABOUT SIMMONS 8

BOSTON AND BEYOND 9

THE EDUCATIONAL PROGRAM 10

 The Simmons Education in Context 10

 Academic Advising 11

 Program Planning 11

 Majors 12

 Minors 12

 Other Academic Programs 12

*Pre-law – Health Professions and Pre-Medical – Accelerated Masters Degree–
The Short-Term Program – Credit for Prior Learning – Integrated Undergraduate/
Graduate Programs*

 Partnerships 15

*American University – Association of New American Colleges – Butler University
– Colleges of the Fenway – Community Service Learning – Cornell University –
Domestic Exchange Program: Fisk University, Mills College, Spelman College –
English Institute of Harvard University – The Fenway Alliance – The Girls Get
Connected Collaborative – Granada Institute of International Studies – Hebrew
College – Isabella Stewart Gardner Museum – Linkong Corporation – Museum
of Fine Arts – New England Conservatory of Music – New England Philharmonic
Orchestra – 92nd Street YWCA – Ryerson University*

 Centers and Publications 17

*Abafazi Journal – Center for Gender in Organizations – Gustavus Myers Center
for the Study of Bigotry and Human Rights in North America – Scott/Ross
Center for Community Service – Simmons Institute for Leadership and Change –
Summer Institute in Children’s Literature – Zora Neale Hurston Literary Center*

 Degree Requirements 18

*Course Numbering – Department or Program Recommendation – Completion
of 128 Semester Hours with a Passing Evaluation – Multidisciplinary Core Course
– Competency in Basic Mathematics – Language – Majors – Minors – Modes of
Inquiry – Independent Learning – Campus-Based Independent Learning –
Field-Based Independent Learning*

 Marks and Evaluations 27

*Grading Options: Pass/Fail, Formal Audit, Informal Audit –
Incomplete Evaluations – Course Repeat Policy – Academic Difficulty*

 Academic Honors and Recognition Programs 29

*Departmental Honors – Dean’s List – Academy – Departmental Recognition –
Latin Honors*

PRINCIPLES AND POLICIES	29
Student Principles	29
Student Policies	30
College Principles	31
Notice of Non-Discrimination and Grievance Procedures	31
Grievance Procedure	32
Information for Students with Disabilities	32
Religious Observance	33
Other Policies	33
ADMINISTRATION	33
STUDENT SERVICES	34
Academic Support Center	34
Office of Alumnae/i Relations	35
Career Education Center	35
College of Arts and Sciences, Office of the Dean	36
J. Garton Needham Counseling Center	36
Office of Student Financial Services	37
Office of the Dean for Student Life	37
Health Center	37
Health Education Program	38
Office of Leadership and First-Year Programs	38
Office of Student Activities	38
College Libraries	39
Media Services	39
General Access Labs, Computer Classrooms, and Departmental Computer Labs	40
Physical Education, Intercollegiate Athletics, Recreation, and Intramurals	40
Office of the Registrar	41
Office of Residence Life	41
Office of Public Safety	41
ADMISSION	42
First-Year Students	42
Transfer Students	44
Adult Undergraduate Students	46
FINANCIAL AID	47
Scholarships and Grants	47
Part-Time Employment	49
Applying for Financial Aid	49
REGISTRATION AND FINANCIAL INFORMATION	50
Expenses	50
Payment Policies	51
Refund Policies	51

Dropping a Course	52
Registration and Billing	53
USER'S GUIDE	54
DEPARTMENTS AND PROGRAMS	55
AFRICANA STUDIES	55
ART AND MUSIC	59
Art	59
Arts Administration	60
Music	67
BIOLOGY	70
Biochemistry	71
Environmental Science	72
Psychobiology	72
Biology and Physician Assistant Studies	72
CHEMISTRY	77
Biochemistry	78
Environmental Science	79
Chemistry-Management	80
Chemistry and Pharmacy	80
COMMUNICATIONS	85
COMPUTER SCIENCE AND INFORMATION TECHNOLOGY	94
Management Information Systems	97
EAST ASIAN STUDIES	101
ECONOMICS	103
Economics and Mathematics	104
Financial Mathematics	104
EDUCATION	109
GENERAL	110
English as a Second Language	115
SPECIAL	120
Moderate Disabilities	122
Severe Disabilities	122
ENGLISH	131
HISTORY	138
Social Studies and Education	139
HONORS PROGRAM	146
MANAGEMENT	149
Finance	150
Marketing	151

The Prince Program in Retail Management	152
MATHEMATICS	158
Economics and Mathematics	159
Financial Mathematics	159
MODERN LANGUAGES AND LITERATURES	162
French	163
Spanish	164
Chinese	165
Italian	168
Japanese	168
MULTIDISCIPLINARY CORE COURSE	172
NURSING	173
NUTRITION	178
Dietetics	179
Food Science	180
PHILOSOPHY	184
PHYSICAL THERAPY	188
PHYSICS	190
POLITICAL SCIENCE AND INTERNATIONAL RELATIONS	193
PSYCHOLOGY	200
Psychobiology	201
SOCIOLOGY	206
Society and Health	207
WOMEN'S STUDIES	213
 FACULTY AND ADMINISTRATORS	 219
 EMERITI FACULTY	 229
 AWARDS AND ENDOWMENTS	 231
Student Awards and Prizes	231
Departmental/Program Awards	232
Endowed Scholarships	233
Endowed Chairs	236
Other Major Endowments	237
 HONORARY DEGREES AWARDED	 238
 CAMPUS DIRECTORY	 242
 MAP AND DIRECTIONS TO SIMMONS	 256
 INDEX	 258

ACADEMIC CALENDAR 2004-2005

FALL 2004

AUGUST

- 1 Undergraduate tuition payment due for fall
- 15 Graduate tuition payment due for fall

SEPTEMBER

- 1 Residence halls open for graduate students and Dix Scholars
- 3 Residence halls open for international students
- 4 International student program: SEVIS and U.S. government information
- 5 New undergraduate students arrive for fall orientation
- 6 Fall orientation continues; most administrative offices closed for Labor Day holiday
- 7 Registration and check-in for all students
Mandatory for students with financial obligations/loans to sign/pay tuition west wing, 2nd floor, Main College Building
- 8 Classes begin for the fall 2004 term
First faculty meeting, College of Arts and Sciences
- 17 Final day to drop a course and receive a full refund
Final day to add a course without the instructor's signature
- 22 Honors convocation begins at 2:30 p.m.

OCTOBER

- 1 Final day to add a course with the instructor's signature
Final day to drop a course without the instructor's signature
Final day for undergraduate students to choose a pass/fail grading option
Final day to drop a course with no "W" designation
- 11 College closed for Columbus Day holiday
- 12 Academic holiday for students; administrative offices open;
professional day for faculty
- 13 Senior faculty toast
- 22-24 Family weekend
- 29 Final day to drop a course with the instructor's signature; a grade of "W" will be assigned beginning October 2

NOVEMBER

- 11 College closed for Veterans' Day holiday
- 24 No classes; Thanksgiving holiday begins after the final class on Tuesday, Nov 23
- 29 College re-opens after Thanksgiving holiday

DECEMBER

- 1 Last day to withdraw from residence for spring 2005
- 14 Final day of classes
- 15-16 Reading and review
- 16 Final day to register for winter break housing
- 17-22 Final examinations
- 23 Residence halls close at 12 noon
- 24-31 College closed for winter recess

JANUARY

- 1 New Year's holiday
- 3 College opens after winter recess
Fall grades posted to the SOAR Web site by 10:00 a.m.
Residence halls open for residents who have pre-registered for winter break
- 17 New undergraduate and transfer resident students arrive; most offices closed for Martin Luther King, Jr. holiday
- 18 New student orientation
Registration and check-in for all students
Mandatory for students with financial obligations/loans to sign/pay tuition
- 19 Classes begin for the spring 2005 term
- 28 Final day to drop a course and receive a full refund
Final day to add a course without the instructor's signature

FEBRUARY

- 11 Final day to add a course with the instructor's signature
Final day to drop a course without the instructor's signature
Final day for undergraduate students to choose pass/fail grading option
Final day to drop a course with no "W" designation
- 18 Academic holiday for students; administrative offices open;
professional day for faculty
- 21 College closed for Presidents' Day holiday
- 25-27 Women's Legacy weekend

MARCH

- 1 Final day to register for spring break housing
- 7-11 Spring break; no classes; administrative offices open
- 14 Classes resume after spring break
- 18 Final day to drop a course with the instructor's signature; a grade of "W" will be assigned beginning February 12

APRIL

- 18 College closed for Patriots' Day holiday
- 27 Senior faculty banquet

MAY

- 2 May Day celebration
Final day of classes
- 3-4 Reading and review
- 5-10 Final examinations
- 11 Residence halls close to non-commencing undergraduates at 12 noon
Grades for students graduating in May posted to the SOAR website by 10 a.m.
- 15 Commencement
- 16 Residence halls close to seniors at 12 noon
Summer session begins
- 30 College closed for Memorial Day holiday
- 31 Last day for graduate student and Dix Scholar housing on the spring 2005 contract

SPRING 2005

THE COLLEGE

About Simmons

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

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

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

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

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

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

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

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

Boston and Beyond

Boston, the largest of New England's many cities, is rich in history, tradition, and cultural diversity. A preeminent business center and a mecca for research, medicine, and education, Boston attracts more than 250,000 undergraduate and graduate students from around the world every year, making it the nation's largest "college town." The historic, tree-lined Simmons campus is located on the borders of Boston's lively Fenway neighborhood and the Longwood Medical Area, which is 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 the College's internationally known graduate schools and programs have long included internships and field-based work at neighborhood institutions as part of their regular courses of study and professional preparation.

Boston 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 perform-

ances 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.

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

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

Study Abroad: Simmons students have two options for study abroad. They may choose from approved international study programs and earn credits for a prescribed course of study during a semester or a year. For more information about such programs, contact the study abroad advisor at 617.521.2181. In addition, students may elect to enroll in one of the short-term courses offered at the end of each spring term.

Short-term study is a unique educational initiative that allows students to enroll in a spring semester course offered by Simmons faculty and involving a four-week stay in an international or domestic location. Students have studied politics in Thailand, art in London, and culture and history in France, Japan, and China. In addition, students have traveled to Nicaragua and completed service learning projects there. The short-term course typically counts as one of the four or five courses in the student's spring semester program, and travel usually begins on the day after the last exam date on the spring calendar. Short-term study enables a student to be immersed in a culture other than her own and to broaden her perspective and knowledge of a language or subject through an intensive learning experience. Courses in the catalog marked **STC** are short-term courses. Contact the short-term coordinator at 617.521.2181 or visit the Web site at http://www.simmons.edu/academics/undergraduate/study_abroad/short_term/ for more information.

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

more information, please visit the Web site at www.rotc.neu.edu.

The Educational Program

Simmons College offers both graduate and undergraduate programs. Information on the graduate programs appears in the *Graduate Course Catalog*. The following section describes the undergraduate curriculum and its underlying philosophy.

THE SIMMONS EDUCATION IN CONTEXT

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

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

A longstanding trademark of the undergraduate programs is their dual grounding in a liberal arts and sciences curriculum and commitment to professional studies. The independent learning requirement—one of the hallmarks of a Simmons education—challenges students to apply the conceptual skills they have learned and to approach a problem, project, or workplace experience as independent researchers and applied learners. Independent learning gives Simmons students a rigorous intellectual experience that enables them to attain both

depth and practice in their chosen disciplines, to sustain a longer-term project of their own initiative, and to connect their academic work with future employment or graduate study. One third of student internships become paid employment after graduation.

In recognition of the increasing importance of graduate degrees, Simmons offers accelerated BA/MA-MS programs for qualified undergraduates who wish to enter any of the College of Arts and Sciences graduate programs. In addition, accelerated programs are available in collaboration with the School of Health Studies.

Simmons graduates are lifelong learners. A Simmons education provides students with the critical thinking skills needed for personal and professional success, with a balance of academic programs designed to meet the needs of the new century, and a sense of community that fosters a commitment to conscious citizenship and global awareness.

ACADEMIC ADVISING

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

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

schedules, interpreting the goals and objectives of a Simmons education, and explaining the College's degree requirements.

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

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

PROGRAM PLANNING

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

The College offers a number of resources to assist a student in making academic and career decisions including the Academic Support Center, Academic Advising, the J. Garton Needham Counseling Center, the Career Education Center, Student Employment, and the Career Resource Library. (See the student services section on pages 34-42). In addition, the fieldwork and internships provided by every academic department provide opportunities to test career areas and to consider the possibility of further professional study after graduation.

Students in good standing may arrange to study at an international college or university through the Institute of European Studies or other approved study abroad programs (see page 15). In addition, one or two semesters of

the sophomore or junior year may be spent in a domestic exchange program (see page 16). Plans for study through an exchange program or a program abroad should be made by the end of the sophomore year.

Majors

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

Africana studies
 art
 arts administration
 biochemistry
 biology
 chemistry
 chemistry-management
 communications
 computer science
 dietetics
 East Asian studies
 economics
 economics and mathematics
 education:
 • early childhood
 • elementary, middle, or high school
 • social studies education
 • Spanish, French, or English as a second language
 • special education—moderate disabilities
 • special education—severe disabilities
 English
 environmental science
 finance
 financial mathematics
 French
 history
 information technology
 international relations
 management
 management information systems

marketing
 mathematics
 music
 nursing
 nutrition and dietetics
 nutrition and food science
 philosophy
 physical therapy
 physics
 political science
 psychobiology
 psychology
 retail management
 society and health
 sociology
 Spanish
 women's studies

Minors

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

arts administration
 chemical health and safety
 gender history
 leadership and women
 photography
 physics of materials
 public policy studies
 social justice
 statistics

Other Academic Programs

Pre-law

Web site: www.simmons.edu/academics/undergraduate/pre-law/

Although there is no specific pre-law curriculum, a strong foundation in the liberal arts, with emphasis on such subjects as English language and literature, political science, history, philosophy, or economics, is highly recommended. The Association of American Law Schools believes

that pre-law education should aim for verbal comprehension and expression, critical understanding of the human institutions and values with which the law deals, and analytical thinking. Virtually any undergraduate major in the liberal arts and sciences may be designed to meet these goals.

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

Health Professions and Pre-medical

Web site: www.simmons.edu/academics/undergraduate/pre-med

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

Students should complete the pre-medical course requirements listed below by the end of their junior year to be positioned for entrance to medical school in the year after graduation. Aptitude tests and applications to medical colleges must be completed one year in advance of the targeted enrollment date.

BIOL 113 and one additional semester of biology

CHEM 113 (or CHEM 111), 114, 225, 226

MATH 120, 121

PHYS 112, 113

MCC 101, 102

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

The health professions advisor, Mary Owen, will assist students with program planning and with the application process. Students should

register with her by the end of the first year.

Accelerated Master's Degrees *BA-MA/MS Degrees within the College of Arts and Sciences*

Simmons encourages its undergraduates to take advantage of its own graduate programs through accelerated master's degrees. Undergraduates can take an accelerated degree in any of the following CAS graduate programs: children's literature, communications management, general education, special education, English, gender/cultural studies, history and archives management, and Spanish. This degree allows an undergraduate to count two undergraduate courses toward a master's degree (with the exception of children's literature where one course is counted).

A student applies for admission in her junior year through the Office of Graduate Studies Admission using a modified application form. An applicant must submit two recommendations, a statement of purpose, and a writing sample appropriate to the program. Admission requires a minimum Simmons GPA of 3.0. Simmons undergraduates are not required to take the Graduate Record Examination (GREs). See the *Graduate Course Catalog* for specific program requirements.

Master of Health Administration

The School for Health Studies offers an accelerated Master of Health Administration (MHA) degree with the CAS. A student enrolled in this program can obtain her undergraduate degree, after completing the College's graduation requirements, and obtain the MHA degree after completing the designated one and a half or two-year course of study. A student takes graduate courses (or the equivalent upper-division undergraduate courses) as part of her undergraduate curriculum, with these credits counting toward the baccalaureate degree. Undergraduate majors could include, but are not limited to, communications; economics; health and society; biology; management; and

Table of Undergraduate Course Equivalencies for the MHA Degree Program

Course	Title	Credits
HCA 501	Principles and Foundations of Health Care Administration	3
HCA 502	Quantitative Analysis or	2
MATH 218	Biostatistics	4
HCA 504	Market Principles in Health Care or either	2
ECON 200	Intermediate Microeconomics or	4
ECON 239	Government Regulation of Industry	4
HCA 505	Managing People in Health Care Organizations or either	2
MGMT 234	Organizational Communication & Behavior or	4
MGMT 321	Managing the Diverse Work Force	4
SHS 450	The Health Care System: Interdisciplinary Perspectives or	3
SOCI 345	Health Systems and Policy	4

nursing.

Degree Requirements: A prospective student is advised about the program requirements early in her undergraduate curriculum. The MHA is a 48-credit program, requiring students to:

- complete up to 12 credits of graduate courses (or the equivalent upper-division undergraduate courses) while undergraduates (see the table of course equivalencies below);
- obtain a year of practical, work experience in the health care industry through the College's field-based independent learning requirement; and
- complete the remaining 36 credits for an MHA in either four or six semesters.

Admission: A student applies to the MHA degree program in one of two ways depending on her level of work experience.

1. *A student with less than one year of full-time work experience applies based on grades and standardized tests.* A student takes the GRE or GMAT

in the spring of her junior year and includes it in her application by the June 1 deadline for fall admission. This method is required for a student with less than one year of full-time work experience. An average of 525 on the GRE test components is normally required for admission. A student also must have a cumulative 3.0 grade point average. A student with greater than one year of full-time work experience also may apply using the GRE/GMAT and grade point average approach. A student's plan for the field-based independent learning requirement is an important part of her application.

2. *A student with more than one year of full-time work experience may apply based on coursework.* A student takes HCA 501 in the fall of her senior year and, if she obtains a B+ or better in the course, the program will consider her application without the standardized tests for admission in January. The application deadline for this approach is November 1. A student's participation in the field-based independent

ent learning requirement and evidence of relevant work experience are important parts of the application.

Please contact your academic advisor and/or John Lowe, director of the Health Care Administration Department in the School for Health Studies, for more information at john.lowe@simmons.edu or 617.521.2375.

Study Abroad Option: The Short-Term Program

Web site: www.simmons.edu/academics/undergraduate/study_abroad/short_term/

Simmons students are encouraged to participate in the short-term course program. Each year, the College offers several spring semester courses involving four-week stays in other countries (or in other cultural communities within the United States). Enrolled students begin orientation classes early in the spring semester, and travel typically takes place from mid-May to mid-June. Simmons also offers a January session program in Nicaragua. Except for language courses, short-term courses are offered in English. Most of these courses have no prerequisites and may fulfill certain all-College requirements (e.g., modes of inquiry). In 2004-2006, program offerings will likely include courses in Spain, Austria, Thailand, Japan, Italy, Egypt, Canada, the United Kingdom, Germany, and Cuba. The short-term Web site (see above) provides pictures and text of students' overseas experiences, as well as current information on offerings.

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

exam date on the spring calendar. For additional information see p. 11.

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

Credit for Prior Learning

The credit for prior learning program offers Dix Scholars an opportunity to receive academic credit for knowledge gained through life experience. For more information, please see page 46 or contact the Office of Undergraduate Admission.

Integrated Undergraduate/ Graduate Programs:

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

- biology-physician assistant (see pages 72-73)
- chemistry and pharmacy (see pages 80-81)
- children's literature (see *Graduate Course Catalog*)
- gender/cultural studies (see *Graduate Course Catalog*)
- education (see page 110, 124)
- information services (an integrated program between the Graduate School of Library and Information Science and either chemistry, computer science, or mathematics; see page 98)
- nursing (see page 175)
- nutrition (see page 181)
- physical therapy (see page 188)

Partnerships

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

American University, Washington, DC – Offers qualified students, usually juniors, an opportunity to study political science, economics,

public affairs, and international relations through the Washington Semester program.

Association of New American Colleges (ANAC) – Partners with more than 20 comparable colleges to share resources, data, and some programming as well as faculty development opportunities.

Butler University, Indianapolis, Indiana – Partners with Simmons on study-abroad programs.

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

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

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

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

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

Additional information is available through the Office of Student Life.

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

The Fenway Alliance – Provides members of the Simmons community access to the many programs and events offered through this

Fenway-area consortium of academic, cultural, and arts organizations.

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

Granada Institute of International Studies, Granada, Spain – Offers qualified Simmons students the opportunity to participate in an immersion program at the University of Granada studying Spanish language and culture.

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

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

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

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

The New England Conservatory of Music, Boston, MA – Provides qualified Simmons students with opportunities to earn credit in performance studies and theoretical subjects. See page 68.

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

92nd Street YWCA, New York, NY – Hosts the Arts Administration Institute, offered every two years through the program in arts administration. See pages 60-61.

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

Centers and Publications

Abafazi Journal

Editor: Della Scott

Web site: www.simmons.edu/abafazi

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

Center for Gender in Organizations

Director: Evangelina Holvino

Web site: www.simmons.edu/som/cgo

The Center for Gender in Organizations (CGO), an international resource for innovative ideas and practice in the field of gender, work, and organizations, is part of the School of Management. For more information, visit the Web site (see above).

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

Director: Loretta J. Williams

Web site: www.myerscenter.org

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

The Scott/Ross Center for Community Service

Director: Stephen London

Director of Service Learning: Jennifer L. McKee

Director of Graduate Community Service:
Carolyn Grimes

Associate Director: Jeremy Poehnert

Web site: www.simmons.edu/communityservice

The mission of the Scott/Ross Center for Community Service is to support and encourage community service and service learning among all members of the Simmons community.

Community service at Simmons offers opportunities for academic and personal growth through classroom experience, Simmons Community Outreach (a student-run community service organization), alternative spring break, and resources for a wide range of community involvement. Service learning is a teaching method that involves students in organized community service that addresses local needs while developing their academic skills, sense of civic responsibility, and commitment to the community. For more information visit the Web site (see above).

Simmons Institute for Leadership and Change

Director: Diane Hammer

Web site: www.simmons.edu/silc

Fulfilling John Simmons's original mission for the College to improve the status of women in the Boston community, the Simmons Institute for Leadership and Change (SILC) is committed to projects that initiate social change for women, raise women's issues to the state and national political levels, and ultimately transform the lives of women and girls for the better. SILC is one of the few Massachusetts-based organizations that offer public events addressing women's issues from both local and global perspectives. It is committed to helping people act individually and collectively to transform their personal, work, and community lives by creating partnerships between academic, business, and community organizations. These partnerships create innovative strategies, promote activism, and work towards social justice.

Summer Institute in Children's Literature

Program Director: Cathryn Mercier

Web site: www.simmons.edu/graduate/childrens_literature

Offered every other year through the graduate program in children's literature, the summer institute brings together authors, illustrators, editors, and critics for discussion of a literary theme. For further information, see the *Graduate Course Catalog* or contact the children's literature program at 617.521.2540.

The Zora Neale Hurston Literary Center

Director: Afaa M. Weaver

The mission of the Zora Neale Hurston Literary Center is to help cultivate literary awareness and cultural diversity on the campus. Taking as its inspiration the work of the African American novelist, playwright, and folklorist Zora Neale Hurston, the center seeks to present an inclusive forum for contemporary poets, playwrights, and fiction and prose writers issuing from a foundation in the experience of the African diaspora. It further seeks to strengthen the College's relationships with the various communities in the Boston area. For more information, contact the Zora Neale Hurston Literary Center at znh@simmons.edu or Rachel Ruggles, the ZNH administrator, at 617.521.2220.

Degree Requirements

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

- an ability to communicate effectively, particularly through critical thinking, reading, and writing;
- an understanding of languages and cultures other than one's own;
- an ability to use technology to enhance learning;
- an exposure to a broad range of courses and modes of thinking; and

- an opportunity for academic specialization, independent intellectual development, and career preparation.

The bachelor of arts degree is the baccalaureate degree conferred on students in all majors except those in the departments of biology, chemistry, mathematics, physics, computer science, nursing, nutrition, and physical therapy, for which the bachelor of science is awarded. In the instance where a student completes a major in both the sciences and in the arts, she may choose either a bachelor of science or a bachelor of arts degree. It is not possible to earn two baccalaureate degrees simultaneously.

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

Students transferring into Simmons, as well as those working toward a second baccalaureate degree, must spend at least three semesters at Simmons and earn a minimum of 48 semester hours of credit while regularly enrolled at the College in order to be eligible for the Simmons degree.

Current Simmons students who wish to enroll in summer courses at other institutions must first file a petition for transfer of credit in the Office of the Registrar. Summer courses to be considered for the modern language requirement or major must be approved by the department chair. No more than 16 semester hours of summer school credit from other institutions may be credited toward the Simmons degree. For additional information, contact the Office of the Registrar or consult the *Student Handbook*.

COURSE NUMBERING

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

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

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

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

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

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

Department or Program Recommendation

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

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

Completion of 128 semester hours with a passing evaluation

To obtain a broad education, as well as depth of specialization, students must successfully complete a minimum of 128 semester hours for graduation. Most courses in the undergraduate curriculum carry four credits. Though a full-time load is a minimum of 12 credits, students typically take four courses per semester.

Beginning with the class entering in fall

2002, students must have a minimum grade point average (GPA) of 2.00, to be calculated from all courses taken at Simmons using the letter grade system. Each student's program should be a carefully developed plan of study. This plan should include: 1) courses selected to fulfill the all-College requirements; 2) courses required of and elected by the student in her major; and 3) electives.

The following outlines specific course requirements:

Multidisciplinary Core Course

MCC 101/102 Culture Matters and

MCC 103 Culture Matters for Dix Scholars

See description on page 172.

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

are expected to take MCC 102 in the spring term of their return to the College.

Transfer students with 32 or more credits who have completed a two-semester writing requirement at another college are generally exempted from MCC 101 and 102 after review by the registrar's office. For this purpose, transfer students are students with at least 32 credits brought from another institution. Transfers with 32 or more credits who have taken one semester of a writing requirement elsewhere are expected to take MCC 103 in their first year at Simmons. Transfers with fewer than 64 credits and no previous writing experience must take MCC 101 and 102.

Dix Scholars with one semester of writing fulfill their writing requirement by taking MCC 103. Dix Scholars with no previous writing fulfill their writing requirement by taking MCC 103 and a second semester of writing in consultation with the director of MCC after completion of MCC 103.

Competency in Basic Mathematics

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

- Pass the College's mathematics competency exam, administered numerous times during the academic year;
- Successfully complete MATH 101, 102, or a higher level mathematics course at Simmons;
- Achieve a sufficiently high score on the mathematics section of the SAT, the mathematics achievement test, or an advanced placement exam; or
- Present evidence of satisfactory completion at another accredited college of a mathematics course at the level of MATH 101 or 102 or above to the chair of the mathematics department.

Language

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

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

Majors (*at least 28 semester hours*)

Students may elect a major after completion of 32 semester hours; a major must be declared upon completion of five semesters (80 semester hours) of full-time study.

Students take a minimum of 28 semester hours in a major field, as determined by the department of the student's choice. Some majors include courses that are prerequisites to the major. The College's academic and professional programs also offer fieldwork or intern-

ships through which students may apply their knowledge and explore opportunities in one of the career fields related to their area(s) of study.

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

The curriculum offers the following options:

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

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

Minors (optional) (20 semester hours)

A minor is an integrated cluster of courses designed to give a student significant exposure to a subject area different from her major. All minors are 20 credits (five courses).

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

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

Modes of Inquiry

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

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

Mode 1 – Creative and Performing Arts

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

ART 100	Objects and Ideas: A Museum History of Art
ART 111	Introduction to Studio Art: Drawing
ART 112	Introduction to Studio Art: Color
ART 119	Introduction to Sculpture

ENGL 139	Modern Poetry
ENGL 172	Modern American Fiction
ENGL 175	The Harlem Renaissance
ENGL 176	Black Fiction in America
ENGL 178	Multicultural Themes in Modern American Literature
ENGL 184	Modern World Drama
ENGL 193	Women in Literature
ENGL 195	Art of Film
FREN 202	Intermediate French II
FREN 210	Accelerated Intermediate French
FREN 240	Spoken French
FREN 245	Conversation and Composition
FREN 320	Fables, Fairy Tales, and the Emergence of the Short Story
FREN 322	French Theater: The Actor and the Script
FREN 328	Modern Fiction
FREN 395	Seminar: Special Topics in French
HIST 117	History Through Novel and Film
HON 201	The Colonial Legacy in Africa: History and Literature
ITAL 202	Intermediate Italian II
JAPN 202	Intermediate Japanese II
JAPN 245	Conversation and Composition
PHIL 152	Philosophy Through Literature and Film
SPAN 202	Intermediate Spanish II
SPAN 210	Accelerated Intermediate Spanish
SPAN 240	Spoken Spanish
SPAN 245	Conversation and Composition
SPAN 264	Pushing the Limits: The Quest for Freedom in Contemporary Hispanic Theater
SPAN 266	Imagination, Freedom, and Repression in 20th Century Latin American Literature
SPAN 268	Insiders and Outsiders: Love, Honor, and Social Unrest in 16th and 17th Century Spain
SPAN 269	The Image of the Bourgeoisie in

the 19th and 20th Century Spanish Novel

SPAN 314	Hispanic Culture as Seen Through Film
SPAN 320	The World of Don Quijote
SPAN 322	Love, War, and Parody in Medieval and Contemporary Spanish Fiction
SPAN 332	Contemporary Fiction in Latin America
SPAN 336	Latin American Women Writers

Mode 3 – Quantitative Analysis and Reasoning

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

CS 101	www.computing.you
CS 112	Introduction to Computer Science I
CS 226	Computer Organization and Architecture
IT 101	Living in a Digital Society
MATH 103	Real-Life Math
MATH 106	Precalculus
MATH 115	Mathematics for Elementary School Teachers
MATH 118	Introductory Statistics
MATH 120	Calculus I
MATH 121	Calculus II
MATH 210	Discrete Methods
MATH 211	Linear Algebra
MATH 220	Multivariable Calculus
MATH 238	Applied Statistical Models

MGMT 110	Principles of Accounting
MGMT 112	Your Money and Your Life: Personal Finance
PHIL 123	Symbolic Logic

Mode 4 – Scientific Inquiry

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

BIOL 102	Biology of Human Development
BIOL/	
PHYS 103	Great Discoveries in Science
BIOL 107	Plants and Society
BIOL 109	Biology of Women
BIOL 113	General Biology
CHEM 107	Chemistry of Drugs and Drug Action
CHEM 109	Chemistry, Society, and the Environment
CHEM 111	Introductory Chemistry: Inorganic
CHEM 113	Principles of Chemistry
NUTR 101	Food Science
NUTR 111	Fundamentals of Nutrition Science
PHYS 105	Science and Technology in the Everyday World: The Way Things Work
PHYS 110	Introductory Physics I
PHYS 112	Fundamentals of Physics I
PSYC 201	Biological Psychology

Mode 5 – Social and Historical Perspectives

Courses in this category focus on the historical, economic, political, or social factors that influence individuals, groups, and/or institutions. Through such an examination, students will be able to describe and analyze historical and/or contemporary patterns and structures of social institutions.

AST 101	Introduction to Africana Studies
AST 240	African American Intellectual and Political History
AST 265	History of Blacks in Media and Press
CHIN 310	Chinese Civilization: Past and Present
COMM 124	Media, Messages, and Society
COMM 260	Journalism
ECON 100	Principles of Microeconomics
ECON 101	Principles of Macroeconomics
ECON 125	Women and Work
EDUC 156	Schools in an Era of Change
FREN 316	Outside France: Perspectives from the French-Speaking World
HIST 100	World Civilizations I: Pre-Modern Societies
HIST 127	Modern Europe I: 1789-1890
HIST 128	Modern Europe II: 1890-Present
HIST 140	History of American Civilization I: 1607-1877
HIST 141	History of American Civilization II: 1877-1975
HIST 201	The Dynamics of Japanese History
HIST 203	History of East Asian and U.S. Foreign Relations
HIST 204	Japanese Culture: Gender, Family, and Society
HIST 206	The Rise of Modern China
HIST 207	Gender, Family, and Society in Modern China
HIST 213	Race and Ethnicity in U.S. History
HIST 214	Social Forces in American History

HIST 215	Women and Gender in U.S. History before 1890	SPAN 312	Society and Politics in Latin America: The Collision of Two Worlds and the Search for Identity
HIST 216	Women and Gender in U.S. History since 1890	SPAN 380	Migrant in the City: Fieldwork Seminar on Puerto Rican Culture
HIST 217	History of Latinos and Latinas in the U.S.	WST 200	Issues in International Women's Studies
HIST 219	History of Sexuality and the Family		
HIST 225	Witchcraft and Magic: Popular Religion in the West		
HIST 235	French Revolutionary Era: Politics and Culture		
HIST 237	Holocaust		
HIST 242	From Revolution to Republic: The United States, 1770-1850		
HIST 248	United States Foreign Policy: 1898-1945		
HON 202	Political Upheaval and Its Expression in 20th Century Latin America		
HON 203	Islam and the West: Is a "Clash of Civilizations" Inevitable?		
HON 301	Looking at the Other: Literary and Philosophical Interrogations of the Gaze		
JAPN 310	Japanese Civilization		
MGMT 131	Cross Cultural Management	MGMT 224	Socially-Minded Leadership for Women
NUTR 110	Sociocultural Implications of Nutrition	PHIL 120	Introduction to Philosophy: The Big Questions
NUTR 150	International Nutrition Issues	PHIL 121	Philosophy of Religion
PHIL 242	Making of the Modern Mind	PHIL 127	Ethics in the Workplace
POLS 101	Introduction to American Politics	PHIL 130	Ethics
POLS 102	Introduction to International Politics	PHIL 131	Biomedical Ethics
POLS 104	Introduction to Comparative Politics	PHIL 133	Asian Philosophy
POLS 217	American Public Policy	PHIL 136	Philosophy of Human Nature
POLS 221	The Arab-Israeli Conflict	PHIL 223	Philosophy of Race and Gender
POLS 225	International Politics of East Asia	PHIL 225	Ethical, Legal, and Social Issues in Information Technology
PSYC 248	Social Psychology	PHIL/	
SOCI 101	Principles of Sociology	POLS 232	Theories of Justice
SJ 222	Organizing for Social Change	PHIL 237	Philosophy of Mind
SPAN 310	Spanish Civilization	PHIL 238	Ways of Knowing
		POLS 103	The Nature of Politics
		PSYC 101	Introduction to Psychology
		SJ 220	Working for Social Justice
		WST 100	Introduction to Multicultural Women's Studies

Mode 6 – Psychological and Ethical Development

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

Independent Learning

(at least 8 semester hours)

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

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

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

A student may take up to 24 total credits of independent learning, but no more than 16 credits of field-based independent learning (see below). Note that 349 Directed Study does not count towards ILR. Directed Study is a tutorial-style learning experience offered by some departments. Such courses normally cover material needed by a student for graduation that is not offered during the year in which she needs the course.

Campus-Based Independent Learning

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

Thesis: Thesis courses are numbered 355. A thesis involves substantial independent work on a topic chosen by the student. In addition, the

thesis should be an extended piece of original work demonstrating familiarity with the knowledge and methodologies of the field. In the case of exceptional work, the department can award honors to the thesis (see page 29). All theses require the consent of the academic department and must be approved by a faculty member who will oversee the project.

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

Field-Based Independent Learning

(no more than 16 semester hours)

Internship (four to sixteen semester hours): Internship courses, numbered 370 to 379, involve a supervised learning experience grounded in theory and critical thinking. Internships are overseen by a Simmons faculty advisor and an on-site supervisor in a workplace setting selected by the student in consultation with her department and assisted by the Career Education Center. The internship can be project-based (and thus more focused) and address a single question, problem, or project. The internship must result in a reflective project appropriate to the field of inquiry. In most cases, this project will be a final paper, but it may also take the form of an artwork or a public performance, for example. Specific educational goals must be stated in advance of the student's work, and close supervision, both academic and professional, must be maintained at the site. Throughout her internship, the student has the opportunity and responsibility to attend regular

progress meetings with her internship advisor and supervising field director.

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

MARKS AND EVALUATIONS

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

A = 4.00

A- = 3.67

B+ = 3.33

B = 3.00

B- = 2.67

C+ = 2.33

C = 2.00

C- = 1.67

D+ = 1.33

D = 1.00

D- = 0.67

F (Fail) = 0

RW (Required Withdrawal) = 0

P (Pass)*

AU (formal audit)*

W (Approved Withdrawal)*

** not included in GPA*

Grading Options

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

Pass/Fail

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

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

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

Formal Audit

A formal audit may be elected by any full-time undergraduate student after the first semester, provided that she has the instructor's permission and agrees to abide by the instructor's conditions for the audit. A student may formally audit no more than one course each semester. There is no charge to full-time undergraduate students for a formal audit. A formal audit will appear on the student transcript, but

no credit is given. A formal audit may not be used to satisfy any of the all-College requirements. More information on the formal audit option is available through the Office of the Registrar.

Informal Audit

Any undergraduate student is permitted to informally audit a course with the permission of the instructor, who will determine with the student expectations for coursework. No record of the student's work is kept, and she is not permitted to take the final examination. No credit is granted for an informal audit, and the audit does not appear on her transcript.

Incomplete Evaluations

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

Course Repeat Policy

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

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

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

Academic Difficulty

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

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

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

Academic Honors and Recognition Programs

The Honors Program provides an opportunity for students with distinguished high school academic records who are newly entering the College or who apply after their first year. The program includes an interdisciplinary honors seminar course in the first year, opportunities for honors courses in subsequent years, specially arranged co-curricular activities, and a seminar in the senior year (see pages 146-148). Selected for the program by an honors review committee, students are required to maintain a minimum grade point average of 3.20 in order to remain in the program. Seniors in the honors program must also complete an honors version of the independent learning requirement. For more information about applying to the honors program, see page 146.

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

- She must have a superior record in the major;
- She must complete a thesis or project that has been approved by the department or program and supervised by at least one faculty member within the department and receive a grade of A or A- on that thesis or project;
- She must present her work to the department or program at a designated forum; and
- She must not have been found guilty of violating the Honor Code of Responsibility during that time.

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

The Dean's List was established to recognize undergraduate students' academic excellence. To be included on the dean's list, compiled each semester, a student must have obtained a semester GPA of at least 3.50, have earned at least 12 credits using the letter grade system, and not

have been found guilty of violating the Honor Code of Responsibility during that semester.

Academy is the honor society of Simmons College. Senior students who have demonstrated superior achievement according to the rules of the faculty and who have not been found guilty of violating the Honor Code of Responsibility may qualify for admission after completing at least 48 semester hours of Simmons credit using the letter grade system. Students are considered for academy at three points during their senior year. Usually, as a result of this process, the number of students admitted into academy equals about ten percent of the senior class by the end of the academic year.

Departmental Recognition is given by individual academic departments to recognize those seniors with a grade point average of 3.50 or above whom the department designates as having done outstanding academic work in and/or exceptional service to the department and who have not been found guilty of violating the Honor Code of Responsibility. Such recognition is included on the student's transcript as departmental recognition.

Latin Honors—*summa cum laude* (3.90-4.00), *magna cum laude* (3.75-3.89), and *cum laude* (3.55-3.74)—are granted to graduating seniors who achieve grade point averages at a distinguished level, have earned at least 48 semester hours of letter grades, and are not in violation of the Honor Code of Responsibility.

Principles and Policies

Simmons has committed itself to the following principles and policies:

Student Principles

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

- each member of the Simmons community is responsible for maintaining a high level of integrity, honesty, and trust within the community;
- each student is responsible for presenting work of her own creation and for not representing as her own work that which is not hers; and
- conduct in keeping with the policies outlined in the *Student Handbook* and all other official College publications is expected of each member of the Simmons community.

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

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

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

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

dance during the first class meeting, whether or not she has previously been on a waiting list.

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

Simmons students are actively involved in and concerned with the affairs of the College. They participate regularly in formal and informal discussions with the president and the faculty, serve on designated faculty committees, meet with candidates for faculty positions, and participate in the orientation of new students. Academic departments keep in touch with student concerns through liaison meetings.

Student Policies

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

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

grams are open to both men and women. The School of Management MBA program is designed specifically for women.

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

College Principles

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

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

Simmons is committed to creating an atmosphere within which the diversity of its individual members meets with understanding, respect, and encouragement and where discrimination and harassment by any member of the faculty, staff, or student body against any other will be condemned and redressed. The College does not tolerate sexual harassment of employees or students.

SIMMONS COLLEGE NOTICE OF NON-DISCRIMINATION and GRIEVANCE PROCEDURES

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

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

Simmons College supports the principle and spirit of equal employment opportunity for all persons, based on each individual's qualifications and fitness. In accordance with applicable law, the College administers its employment and personnel policies without regard to race, color, religion, disability, national origin, ancestry, age, sex, sexual orientation, or veteran's status.

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

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

Furthermore, Simmons College is committed to creating an atmosphere within which the diversity of its members' individual roles 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 unlawful harassment of employees or students.

Complaints of discrimination or harassment should be addressed to the director of Human Resources when brought by employees or 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 the name and address of the grievant and a brief description of the action alleged to be prohibited by law. A complaint should be filed with the appropriate office within 60 days after the grievant became aware of the alleged violation. The president or appropriate college officer will conduct an investigation and issue a written decision on the complaint, ordinarily within 45 days.

Grievance Procedure

A written complaint alleging violation of the federal sex and handicap discrimination regulations (34 C.F.R. Part 106 and 45 C.F.R. Part 86, implementing Title IX; 34 C.F.R. Part 104 and 45 C.F.R. Part 84, implementing Section 504 of the Rehabilitation Act; and 45 C.F.R. Part 83, implementing Section 855 of the Public Health Service Act) may be filed with the College by any student, employee, or other aggrieved person. Complaints under this procedure will not be processed from applicants for employment or admission. A College employee's allegation that he or she has been subjected to discrimination prohibited by the regulations will be processed under the relevant employee grievance procedure.

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

Information for Students with Disabilities

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

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

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

Requests for accommodations and supporting documentation should be directed to the director of the Academic Support Center. The College's Section 504 Compliance Officer in the Academic Support Center 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 must initiate the

process for obtaining accommodations no later than the start of the course in which they are seeking the accommodation. Academic accommodations for a disability are not granted retroactively.

Religious Observance

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

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

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

Other Policies

Simmons College subscribes without exception to the Campus Security Act of 1990. It is College policy to provide members of the College community with information, reports, and statistics as required by P.L. 101-502; to maintain working relationships with other law enforcement agencies to ensure cooperation

between different law enforcement jurisdictions; and to provide educational programs designed to increase crime and safety awareness among students, faculty, and staff. For information regarding the Campus Security Act, contact the director of public safety at 617.521.2289.

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

Administration

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

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

The President is appointed by the board of trustees and is the chief academic and executive officer of the College, responsible for the academic and financial administration of the College in accordance with policies established by the board. The vice presidents and academic deans report to the president. The president acts as a liaison between the board of trustees and the faculties; works with members of the board and the Simmons community to plan and budget for College needs; and fosters an open, collegial environment for faculty, staff, and students. In addition, the president works closely with alumnae/i, business, government, foun-

dations, 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. Daniel S. Cheever, Jr. is the current president.

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

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

Student Services

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

Academic Support Center

Director: Lesola Morgan

Web site: <http://my.simmons.edu/services/asc/>

The Academic Support Center (ASC) provides an array of services to students to support their academic work and assist them in academic decision-making. Students receive assistance with study skills development, time management, test preparation, and academic motivation. Under the guidance of a trained student who has successfully completed the course and has been recommended by the professor, students work together to organize the week's notes, practice using concepts and formulas, and prepare for quizzes and exams.

Writing tutors work with students in courses from all disciplines. Writing tutors help students develop ideas, revise drafts, and improve editing and proofreading strategies. Tutors are trained to coach students to better organize and structure their writing, to refine generalities, and to learn new self-editing habits.

Additional services provided by the ASC include: an English-as-a-second-language specialist, who helps non-native speakers improve their language skills and adjust to the American academic environment; and a mathematics advisor who works with students preparing to take or retake the math competency exam.

All students with learning challenges who seek academic accommodations from the College are required to provide documentation of a learning, physical, or psychological disability in order to receive appropriate services at Simmons. Documentation of the disability should be submitted to the ASC for review and evaluation. Following certification of a disability,

the student should confer with the disabilities coordinator regarding academic accommodations. Reasonable accommodations are determined on a case-by-case basis in consultation with the coordinator, the student, and, if appropriate, with the faculty. Services such as extra time on exams, notetakers, readers, and adaptive technology are some of the possible accommodations available. The disabilities coordinator also sponsors workshops for students on specific themes and works closely with faculty to promote education relating to those issues.

The Office of Alumnae/i Relations

Director: Jaye Smith

Web site: alumnet.simmons.edu

The Office of Alumnae/i Relations serves approximately 36,000 addressable alumnae/i across the nation and abroad. The office develops and administers programs and services to benefit all alumnae/i while supporting the mission of the College. Partnerships have been established with the undergraduate, GSLIS, and SSW Alumnae/i Associations, the Development Office, faculty, staff, administrators, area colleges and universities, non-profit organizations, and businesses.

Alumnae/i are vital to the College. They provide important support to the College through their leadership and volunteerism and with generous contributions to annual, capital, and planned gifts. There are more than 1,000 alumnae/i volunteer leaders, creating a worldwide network to recruit and assist students in their educational pursuits and in their leadership and career development through scholarships, mentoring, and internship programs. The undergraduate alumnae network includes the Simmons College Alumnae Association Executive Board and more than thirty alumnae clubs and designated contacts in the United States and in Europe. Graduate alumnae/i represent half of the College's more than 36,000 graduates.

Graduates of the College are invited to join more than 5,000 alumnae/i worldwide through Alumnet, the comprehensive online community for Simmons alumnae/i. The community allows alumnae/i to maintain close ties with the College or College friends in the U.S. and abroad. Simmons graduates must register to participate in the online community. To register, log on to alumnet.simmons.edu and click on "First Time Users." For more information, please contact alumnet@simmons.edu or call the Office of Alumnae/i Relations at 800.246.0573.

The Career Education Center

Director: TBA

Web site: <http://my.simmons.edu/services/cec/>

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

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

and made available when needed to support new job or graduate school applications.

The CEC also has student employment resources. Staff members help students seeking jobs or internships during the academic year and during vacation periods. The CEC maintains listings for both on- and off-campus employment, funded either by the employer(s) or through the Federal Work-Study Program. Descriptions of internship and off-campus learning experiences are kept on Sharklink and circulated to appropriate academic departments.

In addition to the above resources and services, the CEC also houses the Study Abroad Program. Study abroad enables students to compliment their studies at Simmons by incorporating academic activities abroad into their coursework. One unique option for students is the Short-Term Courses (STC), which are spring semester courses taught by Simmons faculty members that culminate in four weeks of intensive study and travel abroad from mid-May to mid-June. Other options abroad include direct enrollment in a foreign university for a semester or an academic year, language and cultural immersion programs, field-based academics, international internships, and work abroad. Each fall, the Study Abroad Program hosts a study abroad fair to highlight these opportunities. Various scholarships are available to help defray costs. More information can be found at http://www.simmons.edu/academics/undergraduate/study_abroad/short_term/index.html.

Finally, the CEC offers IDS 110 Career and Life Planning (see page 148 for description), a course designed to meet the needs of students who want to explore their career and academic options and learn career self-management tools. Composed of exercises that guide students through the process of self-assessment and career exploration to teach skills in decision-making and goal-setting, this course helps prepare women for twenty-first century careers and for the global, professional world.

College of Arts and Sciences, The Office of the Dean

Dean: Diane Raymond

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

For further information, contact CAS@simmons.edu or 617.521.2091.

The J. Garton Needham Counseling Center

Director: Dr. Jonathan Ehrenworth

Web site: www.simmons.edu/students/counseling_center

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

The Office of Student Financial Services

Director: Diane Hallisey

Web site: <http://my.simmons.edu/services/sfs/>

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

The Office of the Dean for Student Life

Dean: Sheila Murphy

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

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

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

Students are welcome to schedule appointments to discuss specific issues of interest. Evening appointments are available for the convenience of students who may be unavailable during business hours.

The Simmons College Health Center

Administrative Director: Susan Glazer

Web site: <http://my.simmons.edu/services/health/>

The Simmons College Health Center is located on the residence campus. The staff includes the medical director, administrative director, several staff physicians, registered nurses, and nurse practitioners. The walk-in clinic is open daily, including evenings and weekends, and is staffed by registered nurses. A staff member is on call for consultation when the health center is closed. Physicians and nurse practitioners also have daily office hours during the school year. Limited services are available during the summer and school vacations at Simmons and at the Wentworth Institute of Technology Health Center, which is operated by Simmons.

Health Requirements and Recommendations

Every undergraduate and graduate student must complete and return to the medical director prior to registration a health certificate, which includes immigration records. The College provides these forms through the undergraduate and graduate admission offices. A compulsory health fee payment, currently \$530 annually (\$265/semester), is required of all full-time registered undergraduates and those graduate students living on the residence campus. Other graduate students not living on the residence campus may elect to use the health center by paying the health fee or on a fee-for-service basis. The health fee covers most services offered at the health center during the undergraduate calendar year, but does not cover immunizations, prescription medications, consultations with physicians outside the health center, emergency room visits, X-rays, and laboratory tests. State law requires all students to carry health

insurance to cover these costs. If not covered by a family plan, students may purchase health insurance through the College. For details, consult the *Student Handbook* or call the health center at 617.521.1002 with any questions.

The Health Education Program

Director: Elise Tofias Phillips, MEd

Web site: my.simmons.edu/services/health-education

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

Health education topics include time and stress management, smoking cessation, nutrition, healthy eating, eating disorders, drug and alcohol use, safe sex, self-esteem, healthy relationships, and the prevention of relationship violence. Health education programs are facilitated by health educators, student health educators, and health counseling and student life staff. Health education offers an array of peer education programs.

The Office of Leadership and First-Year Programs

Director: Elizabeth Pierce

Web site: <http://my.simmons.edu/campus-life/leadership>

The Office of Leadership and First-Year Programs offers programs to support student transition to college, helps create community, and provides opportunities for all students to develop leadership skills while at Simmons.

The department designs and delivers undergraduate orientations (summer, fall, and January) as a means to welcome students and

familiarize incoming first-years and transfers with Simmons and the Boston area. Orientations provide opportunities for students to begin developing meaningful relationships with other new students as well as learn from returning student leaders.

All traditional first-year students participate in the First-Year Experience (FYE) Seminar, designed specifically to support them throughout their transition to college. Co-facilitated by student services personnel and student leaders, FYE immediately provides first-year students with a significant connection to a student leader and a professional resource on campus. Together, the facilitators engage students in challenging conversations, encourage students to explore new opportunities, and ensure student awareness of the many Simmons resources to help them successfully navigate their Simmons experience.

The office also manages the student discounted MBTA pass program and the student box office, which sells postage stamps, discounted tickets to local attractions, tickets to cultural and sporting events, and stocks many area informational brochures.

Office of Student Activities

Director: Snehal Naik

Web site: www.simmons.edu/student-life/clubs.shtml

The Office of Student Activities builds campus spirit through the empowerment and support of clubs and organizations, their programs and activities. It assists students with starting and running organizations, planning events, and keeping financial records, as well as listening to feedback. The office is committed to helping each student make the most of her college experience and the opportunities available to her at Simmons.

The College Libraries

Director: Daphne Harrington

Web site: www.simmons.edu/libraries

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

The Simmons College libraries consist of several major components that provide access to a book and journal collection of more than 240,000 volumes and over 1,700 periodical subscriptions. Beatley Library, the main College library, houses the bulk of these titles. A comprehensive reference collection and circulating collections that support the curricula of the College are major assets of the Beatley Library. The library also houses the collections on social service and policy for the School of Social Work. Materials not available in the libraries or online can be ordered electronically free of charge through the interlibrary loan service.

The libraries offer many services and resources electronically. Over 10,000 books, 8000 full-text journals, and 120 databases are available online from on or off campus. The online catalog allows users to locate resources owned by the libraries, access course readings through an e-reserves service, check their own borrowing record, and renew books online. Many computers, including wireless laptops, are available for use in the libraries.

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

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

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

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

The School of Management Library supports the specialized needs of graduate management students. The facility is at 419 Commonwealth Avenue, Boston.

The Simmons College libraries belong to the Fenway Library Consortium, which is composed of 14 nearby libraries. Current members of the Simmons College community have library privileges at the other 13 libraries: the Brookline Public Library; libraries at Emerson, Emmanuel, Hebrew and Wheelock Colleges; Massachusetts College of Art; Massachusetts College of Pharmacy and Health Sciences; Suffolk and Lesley Universities; University of Massachusetts at Boston; Wentworth Institute of Technology; the New England Conservatory of Music; and the Museum of Fine Arts, including the School of the Museum of Fine Arts.

Media Services

Manager of Media Services: Kelly O'Connell

Web site: <http://my.simmons.edu/technology/media/>

The media center, located in P108, provides instructional media for student projects as well as presentations. Facilities include both linear and non-linear video editing facilities and graphic production equipment for traditional and computer-generated presentations. The center provides the Simmons community with a variety of services, including media operation instruction, training in the College's electronic classrooms, and assistance in acquiring media materials and equipment. Video playback, multimedia computer stations, slide editing and viewing,

and compact disk and audiotape playback are also featured in the media center.

General Access Labs, Computer Classrooms, and Departmental Computer Labs

General access computer labs and classrooms are conveniently located throughout the College. For more information on lab locations, resources, and hours of operation please go to www.simmons.edu/technology/labs/index.html or call the Information Commons Technology Service at x2769.

Physical Education, Intercollegiate Athletics, Recreation, and Intramurals

Director: Alice Kantor

Web site: <http://my.simmons.edu/campus-life/athletics/>

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

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

won the 1996 and 1998 Conference Soccer Championship. Furthermore, many athletes have achieved All-American, All-New England, All Conference, and All-Tournament honors.

Being a member of a varsity athletic team is a serious commitment. Most student athletes manage a rigorous academic schedule along with ten to twelve hours per week at a job. Teams are invited back to campus early for pre-season training, and once the athletic seasons are underway, most teams practice and compete late on weekday afternoons and early on Saturday mornings. Nine sports teams are sponsored: basketball, crew, field hockey, novice crew, soccer, softball, swimming and diving, tennis, and volleyball.

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

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

Opportunities for recreation activities throughout New England are available through LEAP. Sponsored by the Department of

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

Athletic Facilities

The Holmes Sports Center features a competitive eight-lane swimming pool; an on-deck spa and sauna; a gymnasium consisting of one regulation wood-floor basketball court, two regulation volleyball courts, and three regulation badminton courts; two racquetball and two squash courts; an indoor suspended running area; a maple-floor dance studio; two rowing tanks; and three fitness rooms including Eagle weight equipment, free weights, and cardiovascular training equipment such as treadmills, rowing ergometers, stationary bicycles, and Stairmasters.

The Office of the Registrar

Registrar: Donna Dolan

Web site: <http://my.simmons.edu/services/registrar/>

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

The Office of Residence Life

Director: TBA

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

The Office of Residence Life coordinates all aspects of the residential living experience, contributing to co-curricular education by providing a wide variety of services, leadership opportunities, and educational activities for all residential students. Special housing options create a living/learning environment and foster personal growth and development. Staffed by a combination of full- and part-time professionals and paraprofessionals, the Office of Residence Life works with students to create an environment that encourages mutual respect and supports the diversity and individuality of community members.

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

Office of Public Safety

Director: Gerald Chaulk

Web site: www.simmons.edu/student-life/safety.shtml

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

College property.

The administrative offices of the Office of Public Safety are located on the ground floor of the east wing of the Main College Building, Room E007. Contact the office at ext. 1111 in an emergency and at ext. 1112 for non-emergency situations.

Members of the Simmons Community should always be prepared to show their College ID cards to College public safety personnel.

The Office of Public Safety distributes the *Crime Prevention Handbook*, which contains useful and important information for all members of the Simmons community and can be obtained from the Office of Student Life.

Admission

FIRST-YEAR STUDENTS

Simmons students come from most of the 50 states and more than 30 countries. They represent varied geographic, religious, racial, ethnic, and economic backgrounds and have a variety of interests—in their studies as well as their extracurricular activities.

Retaining this diversity and maintaining a high standard of academic achievement is the responsibility of the admission committee. The members of the faculty and administration who make up the Committee on Admission meet regularly to review each applicant's credentials and discuss applications individually, selecting for admission those students who appear to be best qualified for Simmons. The most important credential for each applicant is the high school record. A careful study of the number and level of courses that a student has taken, her grades, and her recommendations give the committee an indication of the kind of work she can be expected to do in college. In addition to evidence of academic ability, the committee looks for students who have shown the motivation to succeed and an interest in serving their commu-

nities, as well as those with special talents and leadership qualities. What the student says about herself, particularly in her application essay and during the interview, provides the committee with a sense of her interests and the kinds of activities to which she has devoted her time and energy. The results of the required standardized tests help to complete the picture.

Application Procedure for First-Year Students

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

- 1. Early Action:** Students who are interested in learning about their admission decision early in the cycle may apply early action, which is a non-binding plan. The deadline to apply early action is December 1, with notification of a decision in mid-January. Students not accepted under the early action plan are usually reconsidered with the regular applicant pool.
- 2. Regular Decision:** The application deadline for regular decision is February 1. Notification of a decision will be sent in mid-April. Simmons subscribes to the national candidate's reply date of May 1.

Required Credentials

- 1. Application Form:** The Simmons application and a nonrefundable \$35 fee should be submitted to the Office of Undergraduate Admission for regular decision candidates by February 1. Early action candidates should apply by December 1. Students applying for the spring semester, which begins in January, should submit an application by December 1. The common application may be used in place of the Simmons form for students applying for regular decision.
- 2. Application for Financial Aid:** Refer to page 49 for application details.
- 3. Tests:** Every applicant must take either the SAT I: Reasoning Test or the American College Testing Assessment (ACT). (The

ACT code for Simmons is 1892.) Applicants whose native language is not English should see the test requirements for international students (pages 45-46). All tests should be taken no later than the January testing date of the applicant's senior year. Scores should be reported to Simmons by the College Board. (The CEEB code for Simmons is 3761.) For information concerning these tests, visit the College Board Web site at www.collegeboard.com or the American College Testing Assessment Web site at www.act.org.

4. **Secondary School Record:** An official transcript from the secondary school is required.
5. **Recommendations:** The applicant must submit two official recommendations from the high school she attends, one from a guidance counselor and one from a teacher. A student may submit additional recommendations if she so chooses.
6. **Personal Interview:** Each applicant should visit the College if possible. An interview is strongly recommended. The admission office is open for interviews year-round Monday through Friday from 9:00 a.m. to 4:00 p.m. and during certain times of the year on Saturday from 9:00 a.m. to 1:00 p.m. Please make appointments.
7. **Deferred Admission:** Students who are not able to attend Simmons the semester for which they were accepted may request to have their acceptance deferred to the next semester or the next academic year. Requests must be submitted in writing to the admission office prior to the expected enrollment date. A student may only defer her acceptance for one year. After one year, she will need to reapply to the college.

Advanced Placement

Academic credit and/or advanced placement in courses taught at Simmons may be granted to students who have completed advanced placement (AP) courses in secondary school.

Achievement in the AP tests of the College Board is recognized as follows: eight credits will be given for a score of five; four credits will be given for a score of four; possible credit will be given for a score of three upon the recommendation of the appropriate department after a review of the student's AP examination; and no credit will be given for scores of one or two. AP credit may not be used to replace the required first-year course (MCC).

Merit Scholarship Programs

Simmons College offers several academic scholarships for incoming undergraduate students. These awards are determined by the Office of Admission and are awarded only at the time of admission. Merit scholarships are renewable for four years (eight consecutive semesters) of full-time undergraduate coursework. They may not be used for summer sessions, graduate coursework, or study abroad programs and may not be combined with other merit scholarships.

Simmons Alumnae Scholarships

Simmons Alumnae Scholarships are renewable scholarships provided for select daughters, sisters, and granddaughters of Simmons graduates. Alumnae scholarships cannot be awarded to students who have a relative currently enrolled at the College. A separate application is not required.

The Dean's Scholarship

The Dean's Scholarship, a \$10,000 or \$12,000 award renewable with a 3.00 Simmons grade point average, is awarded to admitted students who have demonstrated outstanding academic achievement. The Dean's Scholarship is awarded at the time of acceptance and is subject to availability of funds. A separate application is not required.

Presidential Excellence Award

The Committee on Admission grants the Presidential Excellence Award to a select group of students to acknowledge their extraordinary

contributions to high schools and communities. Leadership, service, and co-curricular achievements distinguish candidates for this annual scholarship of \$5,000. The Presidential Excellence Award is renewable for four years with a Simmons grade point average of 3.00. A separate application is not required.

TRANSFER STUDENTS

Students with advanced standing are also admitted to the College as transfers. A transfer student is anyone enrolling in Simmons for the first time who has earned at least nine college-level credits at another accredited institution. Transfers are accepted for both the January and September terms. Transfer credit is generally granted for courses comparable to those offered by Simmons that were successfully completed with a grade of at least C- at another accredited institution. To be eligible for the Simmons degree, transfer students must spend at least three semesters at Simmons and earn a minimum of 48 semester hours of credit. Students interested in the nursing, physical therapy, or physician's assistant programs must contact the admission office before applying to check on openings in and specific requirements for these programs. Simmons has articulation agreements with Roxbury Community College, Bunker Hill Community College, Middlesex Community College, North Shore Community College, Marian Court College, and Community College of Rhode Island. Students interested in the details of these agreements should contact the registrars at these colleges.

Students 24 years of age or older should apply to Simmons through the Dorothea Lynde Dix Scholars Program. Please see page 46 for details.

Application Procedure for Transfers

- 1. Application Form:** Each applicant completes an application provided by the Office of Undergraduate Admission and returns it with a nonrefundable \$35 fee. Though transfer applications are reviewed on a rolling basis, April 1 is the preferred
- 2. Application for Financial Aid:** Refer to pages 49-50 for application details.
- 3. Secondary School Record:** An official transcript from the secondary school showing proof of graduation is required. The applicant should contact her high school directly for this information. Students who have already earned an associate's degree are exempt from this requirement.
- 4. Tests:** Standardized test results are required of each applicant. This requirement may be met by taking either the SAT I: Reasoning Test or the American College Testing (ACT) Assessment. Students who have already earned an associate's degree are exempt from this requirement. For information concerning these tests, visit the College Board Web site at www.collegeboard.com or the American College Testing Assessment Web site at www.act.org. International students whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) in place of the SAT I or ACT. Scores of tests taken before college entrance may be submitted. In all cases, the applicant is responsible for having the test results forwarded to the admission office. Applicants who have not taken any tests should contact the admission office.
- 5. College Record:** An official transcript from each college attended is required. When

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

final grades are available, the applicant must file a supplementary transcript.

- 6. Midterm Grade Report:** The admission committee requests that each applicant have her current instructors send midterm reports with her expected grades to the admission office. A form is provided in the transfer application.
- 7. College Recommendations:** A recommendation from a faculty member and a letter of good standing from the academic dean at the applicant's most recent college are required. Forms for this purpose are included with the application materials. As directed on the form, the dean must also indicate the current academic status of the applicant.

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

Advanced Placement for Transfer Students

To receive advanced placement credit, a transfer student must have taken the College Board Advanced Placement Examination before she matriculated at the college she attended as a first-year student, and she must apply for credit no later than the end of her first semester at Simmons. She must also submit to the registrar the official Educational Testing Service's verification of her scores. For additional information about advanced placement credit, please see page 43.

Second Baccalaureate Degree

Qualified students holding a baccalaureate degree may be admitted to the College as candidates for another baccalaureate degree. They are allowed to apply, where appropriate, up to a maximum of 80 credits from the first degree toward the second degree.

After admission to the College, students 23 years of age and under are subject to all the

conditions that apply to transfer students. Applicants 24 years of age and older apply through the Dorothea Lynde Dix Scholars admission option for adult students and, once admitted, are subject to the policies that apply to Dix Scholars.

International Students

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

- 1. International Honors Scholars:** Students who are not U.S. citizens or permanent residents are generally not eligible for financial assistance at Simmons College. However, those applying as first-year students may be considered for all merit scholarships. In addition, all international students are allowed the opportunity to earn up to \$1,500 per year through on-campus employment.
- 2. Declaration of Finances:** Students who are not U.S. citizens or permanent residents are required to submit evidence of financial support in order to meet U.S. Immigration and Naturalization Service regulations for obtaining an F-1 student visa.
- 3. Tests:** Students must demonstrate proficiency in English. If a student's native language is not English, she should arrange to sit for the Test of English as a Foreign Language (TOEFL). A minimum score of 560 or a 220 on the computer based TOEFL is required. International students who currently reside in the U.S. may opt to

take the English Language Proficiency Test (ELPT). The ELPT is offered as a SAT II. The minimum acceptable ELPT score is 965. First-year students are also required to take the SAT I: Reasoning Test or the American College Testing Assessment (ACT). Any questions or concerns may be directed to the coordinator of international admission. Information on both tests may be obtained from educational advisors at USIS offices, Fulbright commissions, U.S. embassies and consulates, and international high schools overseas.

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

ADMISSION OPTIONS FOR ADULT UNDERGRADUATE STUDENTS

Dorothea Lynde Dix Scholars

Simmons offers undergraduate education to women 24 years of age and older who seek a liberal arts and sciences background combined with professional career preparation. The Dorothea Lynde Dix Scholars admission option for adult students has garnered national attention as one of New England's oldest, most successful programs of its kind. Women enter Simmons for many reasons: to complete an undergraduate degree, to fulfill prerequisites for graduate school, to expand their knowledge and competence as professionals, to gain enrichment, or to take courses as guest students from other colleges. The admission office provides a highly individualized admission process designed to help students transition from work

or family life into college. Students are able to complete or supplement their educations on a flexible basis, either full- or part-time. However, a student cannot earn her degree exclusively in the evening.

Readiness and ability to handle course work at Simmons are important factors in the admission process. Applications are accepted year round, and the process may be initiated at any time for fall, spring, or summer semester.

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

Admission Options

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

Dix Scholars may transfer up to 80 semester hours toward a Simmons baccalaureate degree through prior coursework, the College-Level Examination Program (CLEP), and the College's credit for prior learning (CPL) process. A minimum of 48 credits must be completed at Simmons in order to earn a degree.

The Credit for Prior Learning (CPL) program offers Dix Scholars an opportunity to receive college credit for knowledge gained through life experience. Dix Scholars, once enrolled as degree candidates, can apply for credit for learning attained through employment, volunteer work, hobbies, travel, or other activity. The CPL program includes a required two-credit seminar, IDS 227 (see page 148), facilitated by the faculty CPL advisor. Please contact the admission office for more information.

Dix Scholars must complete all College requirements (see pages 18-27), with the exception of the language requirement. Dix Scholars transferring credits can often apply those credits

to complete requirements. The registrar provides an audit of the applicant's previous coursework that matches her academic experience to the Simmons curriculum. If a student wishes to have her previous coursework considered for transfer credit, she must submit her official transcripts to the admission office.

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

Housing for Dix Scholars

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

Tuition and Financial Aid for Dix Scholars

Because Dix Scholars often have life commitments involving family and work that preclude many from attending college full-time, Simmons offers these students tuition based on credits rather than flat tuition. This policy enables the adult student to have greater flexibility in completing her program. See page 50 for current tuition rates. Dix Scholars who apply for admission as degree candidates are welcome to apply for financial aid. See page 50 for further information about financial aid.

Dix Scholarships

The Dix Scholarship is awarded to all women who are admitted as degree candidates. A separate application is not required. Please contact the Office of Admission for the specific amount of the scholarship.

Honors Program

The honors program is an interdisciplinary program designed for highly motivated students

with strong analytical and writing skills, high levels of creativity, and an eagerness for intellectual challenge and learning. Dix Scholars entering Simmons as degree candidates have the opportunity to apply for admittance to the honors program. While this program is highly selective, women with excellent combined experience in work and academics are encouraged to apply. To be eligible for the honors program, Dix Scholars must begin full-time (at least 12 credits) study at Simmons during the fall semester and have fewer than 40 credits in coursework from another institution or have sophomore standing at the start of their enrollment at Simmons. Applications are available in the admission office. For more information, please write to ugadm@simmons.edu.

Financial Aid

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

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

Scholarships and Grants

Merit Scholarships: Simmons College offers some grants and scholarships based on aca-

ademic excellence, achievement in leadership, community service, and co-curricular activities. Non-need-based funding is awarded upon entrance to the College and has varying grade point average requirements for renewal in subsequent years. For a description of these opportunities, please see pages 43-44.

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

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

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

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

Loans: Federal and Institutional

Unlike scholarships and grants, loans must be repaid. Students are required to sign a promissory note for all loans. Repayment begins after

graduation or when a student drops below a half-time registration status. If a student is borrowing a federal loan at Simmons College for the first time, federal regulations require that she complete loan entrance counseling before any loan funds can be credited to the student account.

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

Institutional Loans: These institutional loans are awarded by Simmons College based upon financial need. Repayment begins after a student ceases to be enrolled at least half-time. The funds for these loans come from a variety of sources including endowed funds established by the donors to provide low-interest loans to students.

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

Unsubsidized Federal Stafford Loan: This loan is available to students who do not qualify on the basis of need for subsidized loan funds. Eligibility is the difference between the cost of education and total financial aid (including any

subsidized loan) up to the annual maximum. Total loan limits for both subsidized and unsubsidized programs, either singularly or combined, are the same. Independent undergraduates may borrow an additional \$4,000 (first-year students/sophomores) or \$5,000 (juniors/seniors) annually. Annual interest is the same. Payment of interest begins immediately, but it may be capitalized and paid during the repayment period after a student ceases to be enrolled at least half-time.

Parental and Family Loan Programs and Payment Plans

The College is committed to assisting families in pursuing additional financing options. The Federal PLUS Loan for parents and the Massachusetts Educational Financing Authority (MEFA) Loan are two excellent financing alternatives that may be used to extend the period of payment for the borrower's convenience. For more information about monthly payment plans, see page 52. Monthly payment plans are a means of budgeting education costs over the academic year without borrowing, thereby allowing families to pay for current academic year expenses out of current monthly income and savings.

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

Part-Time Employment

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

Part-time General Employment: Simmons College also offers general employment, which is funded by the College to provide employment both on- and off- campus. General employment

is available to students regardless of financial need.

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

Applying for Financial Aid

First-year Students

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

Continuing Undergraduates

Current undergraduate students should submit the FAFSA by March 1 to assume timely notification of awards. Students will be notified beginning the end of May.

To maintain financial aid eligibility, a student must demonstrate financial need, submit all necessary application materials by the requested dates, be enrolled at least half-time, and maintain satisfactory academic progress.

Transfer Students

Students transferring to Simmons are also eligible for financial aid as described above. The admission process is separate, and the application for financial aid will not influence the decision for admission. All transfer students are required to submit the FAFSA. These forms may be obtained at any college financial aid office. Detailed application instructions and deadline

dates are contained in the Simmons undergraduate application for transfer admission. Notification begins in March for the fall semester and December for the spring semester.

Financial Aid for Dix Scholars

Newly enrolling Dix Scholars receive a Dix scholarship of \$3,000. Dix Scholars working toward their first undergraduate degree are eligible to apply for federal and state funds and a Simmons grant. Students seeking a second degree are also eligible for aid on a limited basis. Any Dix Scholar is welcome to apply for financial aid by submitting the Simmons Supplemental Information Form and the FAFSA. Students over the age of 24 are not required to submit their parents' financial information on the FAFSA. Necessary application materials and instructions are available from the Office of Student Financial Services or the Office of Undergraduate Admissions. They are due March 1 for students beginning in the fall semester and December 1 for students starting in the spring semester. Notice of awards will begin in March and December.

Registration and Financial Information

Note: All tuition and fees are subject to revision by the Board of Trustees. For 2005-2006 figures, consult the catalog addendum, available in spring 2005.

Expenses: 2004-2005

Tuition for full-time undergraduates (registered for 12 credits or greater) is charged on a flat rate basis. Tuition for the 2004-2005 academic year is \$11,880 per semester. Tuition for part-time undergraduates (registered for less than 12 credits) and Dorothea Lynde Dix Scholars is based on a \$745 charge per semester hour of instruction.

In addition, all full-time undergraduates (12 or more semester hours per semester) and all part-time resident students must pay a health fee (\$265 per semester). The health fee entitles

a student to the services of the Simmons College Health Center but does not include any accident or health insurance. The cost for room and board for undergraduates is \$4,910 per semester (\$5,450 for Dix Scholars). All full-time undergraduates and full-time Dix Scholars pay a \$200 per semester student activity fee, which supports a number of student-run activities and events.

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

Full-Year Budget (2004- 2005)

	<i>Resident</i>	<i>Commuter</i>
Tuition	\$23,760	\$23,760
Residence	9,820	
Health Fee	530	530
Student Activity Fee	200	200
	<hr/>	<hr/>
	\$34,310	\$24,490

Approximately \$700 should be budgeted for books and supplies.

Massachusetts Medical Insurance

Massachusetts state law mandates that all students taking at least 75 percent of full-time credit hours must be covered by medical insurance providing for a specified minimum coverage. Simmons College offers students the option of either participating in a plan offered through the College or submitting a waiver form. The waiver form must include specific insurance information on the comparable insurance plan covering the student. Waivers are completed online at the Web site 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 completed the registration forms and has settled all charges with the Office of Student Financial Services.

Students are urged to complete payment in full by the due dates of August 1 for the first semester and December 15 for the second semester. The College cannot assure that payments received after the due date will be processed in time to clear the student's official registration. Students who do not settle their accounts prior to the first day of classes may have to select courses on a space-available basis.

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

Overdue accounts will be charged a delinquent fee of \$10 plus one percent (12 percent annual rate) of the outstanding balance each month until paid in full. A fee of \$20, in addition to the above late payment fees, will be charged for any dishonored check.

Checks should be made payable to Simmons College and sent to the statement remittance address or to:

Simmons College
300 The Fenway
Boston, MA 02115-5898
Attention: Student Financial Services

or presented at the Office of Student Financial Services at the College.

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

applicable due dates, or the late payment fees will be applied.

If the College refers a delinquent account to a collection agent or attorney, these costs, plus all expenses associated with the collection effort, will be due and payable. American Express, Mastercard, and VISA are accepted for the payment of tuition, fees, and residence charges.

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

Tuition and Residence Deposits

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

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

Refund Policies: Tuition General Refund Policy

Tuition refunds will be granted only through the first four weeks of a semester. The date that appears on the official add/drop form filed with the registrar is used to determine the refund amounts. 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 and for all Dix Scholars.

<i>Courses Dropped On or Before</i>	<i>Percentage of Tuition Charges Cancelled</i>
Fall Semester 2004	
September 17	100 percent
September 24	80 percent
October 1	60 percent
October 8	40 percent
October 15	20 percent
Spring Semester 2005	
January 28	100 percent
February 4	80 percent
February 11	60 percent
February 18	40 percent
February 25	20 percent

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

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

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

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

aid based on the period of time she remained enrolled. If a student is considering withdrawal, she should meet with a financial aid counselor to discuss the financial implications.

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

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

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

Refund Policy: Residence Fees and Deposits

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

to meet with a financial aid counselor for an explanation of an individual case.

The residence deposit reserves a residence hall room for the entire academic year. The deposit is refundable in full upon graduation or upon notification by December 1 and March 30 that the student will not be returning to Simmons College the following semester. A student who withdraws from residence in mid-semester but who has paid her bills may receive her deposit in full upon written notification to the director of residence life. Students should be aware that the undergraduate room and board license agreement is binding from the date of occupancy to the end of the academic year. (A first-year student who notifies the College on or before July 5 that she does not wish a room will receive a full deposit refund. Students accepted for the spring semester must notify the director of residence life by December 1 to receive a full refund.) In addition, charges for damage or loss of College property attributed to the resident student may be assessed.

Registration: New Students

New and returning students should finalize their registrations by September 7 for the fall semester and by January 18 for the spring semester. An officially registered student is one who has completed the registration form per instructions, has obtained any necessary approvals, and has settled all charges with the Office of Student Financial Services.

Students' registrations should be final by the end of the second week of classes. Students may, with the permission of the instructor, register for classes during the third and fourth week of classes. No student may register for any course after the fourth Friday of either semester.

Billing: New Students

Invoices (statements of student accounts) are mailed prior to July 10 for the first semester and November 22 for the second semester. They are sent to new students' permanent addresses as maintained by the registrar's

office. Any student who does not receive a bill by these dates should request one from the Office of Student Financial Services. For new students who are accepted to the College after the respective billing dates noted above, all charges are payable when billed.

Tuition charges are based on the full-time student rate. Students planning a course load of less than 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.

Registration: Returning Students

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

Billing: Returning Students

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

READING A 2004-2006 CATALOG COURSE DESCRIPTION

Each department uses one or more prefixes to identify its courses: “SPAN” indicates that this is a Spanish course, offered by the Department of Modern Languages and Literatures. The “310” means that it is a 300- or upper-level course. For more information about course numbering, see page 19.

STC: If a course number is followed by STC, that course is a short-term course (for example, MUS 130 (STC) on page 69). Short-term courses usually run for 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 information about short-term courses, see page 10.

Course Prefix and Number

SPAN 310 Spanish Civilization (M5) (F-1)

4 sem. hrs. Prereq.: SPAN 245 or consent of the instructor.

Discusses aspects of Spain through the ages, from Spain’s multicultural society through the 15th century, and studies maestros such as El Greco, Velázquez, and Goya. Includes works by a wide variety of authors and explores music, dance, and film as well as contemporary issues through newspapers and Internet sites. Peláez-Benítez.

Semester Hours

Like SPAN 310, most courses count as four semester hours towards the overall graduation requirement of 128 semester hours; some courses, however, may offer two or eight semester hours, and in a limited number of cases (e.g., some internships), students may be allowed to elect the number of semester hours within a range offered.

Prerequisites and Course Limitations

This course has a prerequisite of SPAN 245, meaning that students must have completed that course before enrolling in SPAN 310. Note that the prerequisite also says “or consent of the instructor,” indicating that the instructor may grant permission to enroll without having taken the prerequisite course. In such cases, students 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.

Mode

SPAN 310 may be taken to fulfill mode of inquiry five, an all-College requirement. Not all courses count towards modes. For more information about modes of inquiry, including a complete list of courses that fulfill each mode, see pages 21-25.

Semester Offered

This code indicates which semester(s) the course will be offered in 2004-2006:

F = Fall

S = Spring

U = Summer

1 = Academic Year 2004-2005

2 = Academic Year 2005-2006

Thus SPAN 310, designated (F-1), will be offered in fall of the 2004-2005 academic year (fall 2004).

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 on pages 219-228. 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.

USER’S GUIDE