

# ACADEMIC CALENDAR 2006-2007

## FALL 2006

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### AUGUST

- 1 Undergraduate tuition payment due for fall

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### SEPTEMBER

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

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### OCTOBER

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

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### NOVEMBER

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

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### DECEMBER

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

## SPRING 2007

**JANUARY**

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

**FEBRUARY**

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

**MARCH**

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

**APRIL**

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

**MAY**

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

## THE COLLEGE

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### About Simmons

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

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

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

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

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

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

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

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

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## Boston and Beyond

Boston, the largest of New England's many cities, is rich in history, tradition, and cultural diversity. A preeminent business center and a mecca for research, medicine, and education, Boston attracts more than 250,000 undergraduate and graduate students from around the world every year, making it the nation's largest "college town." The historic, tree-lined Simmons campus is located on the borders of Boston's lively Fenway neighborhood and the Longwood Medical Area, a world-renowned hub for research and health care.

As an urban institution deeply involved in and committed to the city, Simmons offers programs that support and encourage partnerships between the College and the city of Boston. Many of the undergraduate departments and graduate schools and programs have long included internships and field-based work at neighborhood institutions as part of their regular courses of study and professional preparation.

Boston offers a variety of cultural, historical, sporting, and social activities. An excellent public transportation system makes traveling throughout the city convenient and inexpensive. Local attractions include the Museum of Science, with its state-of-the-art Omni Theater; the Museum of Fine Arts; the Isabella Stewart Gardner Museum; and the New England Aquarium.

Boston boasts several sports teams, including the Boston Red Sox, the Boston Celtics, the New England Patriots, the Boston Bruins, and the New England Revolution. Each spring, the Boston Marathon draws thousands of worldclass runners to the city, and in the fall, Boston hosts the nation's top crew teams at the Head of the Charles Regatta.

Musical events are abundant in Boston. They range from the Boston Pops to rock, blues, and country music to jazz concerts at Berklee College of Music to classical performances at the New England Conservatory of Music and Symphony Hall. Boston's charming Old World atmosphere and diverse ethnic neighborhoods offer choices from the past and present.

Historical landmarks—including the Bunker Hill Monument, the Old North Church, the USS Constitution ("Old Ironsides"), and the Paul Revere House—are easily visited by foot along the Freedom Trail.

**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 website at <http://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. In addition, the College has exchange programs with Yeditepe University in Turkey, Ritsumeikan University in Japan, and the Granada Institute of International Studies in Spain. 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 Overview:** Simmons students can study abroad for a semester, year, summer or 2—4 weeks in almost any country in the world and choose from hundreds of course offerings. Exchanges and faculty-led travel courses organized by Simmons are designed to provide creative options for academic study. For more information contact the Study Abroad Office at 617.521.2128, email [studyabroad@simmons.edu](mailto:studyabroad@simmons.edu) or visit the website [http://www.simmons.edu/academics/undergraduate/study\\_abroad/short\\_term/](http://www.simmons.edu/academics/undergraduate/study_abroad/short_term/).

**Semester or Year Study Abroad and Exchange:** During the past two years, over 135 Simmons students have studied for a semester or year in Senegal, Costa Rica, Australia and many other destinations. Simmons has semester exchange agreements with Yeditepe University in Istanbul, Turkey and with Ritsumeikan University in Kyoto, Japan. While all study-abroad semester programs involve standard academic classroom experiences, special field study options also include opportunities to learn from locals about contemporary issues such as Masai environmental management systems (Kenya), public health (China), and social justice (Switzerland). In addition, multi-country programs such as the Semester at Sea provide a unique opportunity to be on a moving college campus. All students who want to study abroad must go through the Study Abroad Office and have their programs and courses pre-approved.

**Short-term, Faculty-led Travel Courses** offer students the opportunity to travel with a professor and a group of students for two to four weeks while earning academic credits. Travel courses are uniquely designed and led by Simmons faculty according to their academic and regional specialties. Recent courses include Physics in Pisa and Paris, Marketing Ecotourism in Costa Rica, and Journalism in South Africa. Some include a service learning component, for example working on a water filtration project or in a health clinic in Nicaragua. Coursework and class sessions during the semester before departure prepare students for travel. Many of

the travel courses are designed to fulfill a mode of inquiry requirement. The travel course typically counts as the fifth course in a student's semester program. A short-term travel course 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 travel courses.

**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.

Air Force Reserve Officer Training Corps (ROTC) is an educational and leadership program designed to provide young men and women the opportunity to become Air Force officers while completing a bachelor's or master's degree. The Air Force ROTC program prepares students to assume challenging positions of responsibility and importance in the Air Force.

Through a cross-enrolled program with Boston University, interested students may participate in the Air Force Reserve Officer Training Corps Program. Requirements include yearly aerospace studies classes, leadership laboratory classes, and physical fitness training. Mandatory weekly time commitments range from 5–7 hours. Once students complete their degree, the Air Force offers a wide variety of career fields from which to choose including flying opportunities as a pilot, navigator, or weapons controller. The Air Force has opportunities for students of any major.

*First-year and sophomores in college* can compete for 2-, 3-, and 3.5-year scholarships, some of which cover full tuition, others \$15,000 per academic year. All scholarship winners receive a \$250–\$400 stipend per

month, a \$600 book allowance and uniforms. Meeting physical fitness, medical qualifications, and the Air Force Officer Qualifying Test standards are the necessary requirements to join ROTC. For more information, contact the Department of Aerospace Studies, Boston University, 118 Bay State Road Boston, MA 02215, 617-353-6316 or visit the website at: <http://www.bu.edu/af-rotc>.

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## 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' eight graduate programs. In addition, accelerated programs are available in collaboration with the School of Health Studies in Health Care Administration and a BS/MS in Biology and Nutrition and the School of Management for the MBA degree.

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 studies. Although students are responsible for monitoring their own 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 chairs 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 serv-

ices section on pages 34–41). 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. See page 9–10 for more information.

## 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**

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

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

**Other Academic Programs**

**Pre-law**

Website: <http://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**

Website: <http://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.

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. Aptitude tests and applications to medical colleges must be completed one year in advance of

**Table of Undergraduate Course Equivalencies for the MHA Degree Program**

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

the targeted enrollment date.

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 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 on page 14);
- 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 more 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 learning requirement and evidence of relevant work experience are important parts of the application. For more information please contact your academic advisor and/or John Lowe, director of Health Care Administration in the School for Health Studies, at [john.lowe@simmons.edu](mailto:john.lowe@simmons.edu) or 617.521.2375.

### BA/MBA Management

See page 153.

### BS/MS Biology/Nutrition

See page 71.

### Study Abroad Option: Faculty-led, Short-term Travel Courses

Website: [http://www.simmons.edu/academics/undergraduate/study\\_abroad/travel-programs/index.html](http://www.simmons.edu/academics/undergraduate/study_abroad/travel-programs/index.html)

Simmons students are encouraged to participate in faculty-led travel courses. Each year, the College offers six to ten courses involving travel to other countries or in other cultural communities within the United States. Enrolled students participate in class sessions during the semester before departure. The travel component of two to four weeks is held during semester breaks in January or early summer. Except for language courses, travel courses are taught in English. Most of these courses have no prerequisites, and many fulfill certain modes of inquiry requirements. In 2006–2008, program offerings will likely include courses in Guatemala, Belize, Spain, Japan, and South Africa. The travel course website (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 travel courses, as long as space in a specific program is available. Travel courses carry four credits and assume the high expectations and standards associated with all Simmons courses, whether in Boston or abroad. The travel course typically counts as the fifth course in a student's semester program.

Due to their popularity, travel courses usually

fill quickly. Students interested in these opportunities are urged to apply early by contacting the Study Abroad Office at 617.521.2181 or [studyabroad@simmons.edu](mailto:studyabroad@simmons.edu).

### 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:

In addition to the accelerated undergraduate/graduate programs listed above, the College offers integrated undergraduate/graduate programs in the following areas:

- biology–physician assistant (see pages 72–73)
- chemistry and pharmacy (see pages 80–82)
- children’s literature (see *Graduate Course Catalog*)
- English (see *Graduate Course Catalog*)
- gender/cultural studies (see *Graduate Course Catalog*)
- history and archives management (see *Graduate Course Catalog*)
- education (see page 110)
- 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 176)
- nutrition (see page 182)
- physical therapy (see page 189)

### 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 of 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** – Enables members of the Simmons community to visit the museum at no charge.

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

**The New England Conservatory of Music, Boston** – Provides qualified Simmons students with opportunities to earn credit in performance studies and theoretical subjects. See page 67.

**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 page 59.

**Ritsumeikan University, Kyoto, Japan** – Allows students and/or faculty from both schools the opportunity to participate in an exchange.

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

**Yeditepe University, Istanbul, Turkey** – Provides students at both schools the opportunity to study for a semester at Yeditepe University or Simmons College.

## Centers and Publications

### Center for Gender in Organizations

Director: Patricia Deyton

Website: <http://www.simmons.edu/som/cgo>

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

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

Director: Loretta J. Williams

Website: <http://www.myerscenter.org>

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

### The Scott/Ross Center for Community Service

Director: Stephen London

Director of Service Learning: TBA

Director of Graduate Community Service:

Carolyn Grimes

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

The mission of the Scott/Ross Center for Community Service is to support and encourage community service and service learning among all members of the Simmons community. Community service at Simmons offers opportunities for academic and personal growth through classroom experience, Simmons Community Outreach (a student-run community service organization), alternative spring break, and resources for a wide range of

community involvement. Service learning is a teaching method that involves students in organized community service that addresses local needs while developing their academic skills, sense of civic responsibility, and commitment to the community. For more information visit the website (see page 17).

### **Simmons Institute for Leadership and Change**

Director: Diane Hammer

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

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

### **Summer Institute in Children's Literature**

Program Director: Cathryn Mercier

Website: [http://www.simmons.edu/graduate/childrens\\_literature](http://www.simmons.edu/graduate/childrens_literature)

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

### **The Zora Neale Hurston Literary Center**

Director: Afaa M. Weaver

The mission of the Zora Neale Hurston Literary Center is to help cultivate literary aware-

ness 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](mailto: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

## 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.

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*.

### 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 173.

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. That course must be determined in consultation with the director of MCC.

**Competency in Basic Mathematics**

Every Simmons graduate must have demonstrated competency in basic mathematics and 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;
- 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.

Beginning in fall 2006, students must satisfy the math competency requirement during their first year at Simmons. Students who do not pass the mathematics competency test during new student orientation or who do not meet the math competency requirement in one of the other ways described above may choose to take MATH 101 or 102 in their first semester, or to retake the test in November. If they do not pass the November test, they will automatically be enrolled in MATH 101 or MATH 102 in the spring semester. Students who matriculate in January who do not pass the mathematics competency test or do not meet the requirement in one of the ways described above may take MATH 101 or 102 during their first semester, or they may retake the test in March. If they fail the test in March, they will be automatically enrolled in MATH 101 or 102 in the following fall semester.

**Language**

Simmons students, with the exception of Dix Scholars and international students whose first language is not English, are required to demonstrate language proficiency at the intermediate level. Students may take up to three semesters of a modern languages (through 201) in order

to fulfill the requirement. In addition, students can fulfill the requirement with a score of 3, 4, or 5 on an Advanced Placement language exam, a score of 560 or above on an SAT II Language Test, or by passing a placement test given at Simmons indicating mastery of the third semester of a language. The Academic Support Center will provide language placement tests to students for the purpose of placement and/or fulfillment of the language requirement.

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 ADA/Learning Disabilities Specialist, students should select three courses from the list of approved language waiver courses. 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 internships 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 environmental science; mathematics-economics; psychology; 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 offers 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. The student works with an advisor/s on a proposal for an OPEN major. The proposal outlines the major course requirements and provides a rationale for the academic integrity and unity of the proposed program of study. Proposals should have a cover sheet, signed by the student and advisor/s, and should be submitted to the Associate Dean, College of Arts and Sciences, no later than the beginning of the student's junior year.

#### **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
- ART/COMM 138 Basic Photography

- ART 141 Introduction to Art History: Egypt to Mannerism
- ART 142 Introduction to Art History: Baroque to the 20th Century
- ART 143 State of the Arts: An Introduction to Arts Administration
- ART 174 Collecting Culture: Perspectives on Art Collection in Britain
- ART 182 Pictorial Language
- ART 183 Drawing the Human Figure
- ART 213 Painting I
- ART 216 Screen Printing and Propaganda
- ART 217 Introduction to Printmaking I
- ART 244 20th Century Art
- ART 245 American Art
- ART 246 Art in the Age of Rembrandt
- ART 247 Art in the Age of Leonardo da Vinci and Michelangelo
- ART 249 History of Photography
- ART 251 African Art: 3000 BC to the Present
- ART 252 Arts of China and Japan
- ART 255 African American Art
- AST 150 Black Drama I: The African Grove Theater to Civil Rights (1821–1950s)
- AST 151 Black Drama II: Civil Rights to the Present (1950s–)
- CHIN/  
ART 260 Chinese Calligraphy: The Way of the Brush
- COMM 120 Communications Media
- COMM 121 Visual Communication
- COMM 210 Introduction to Graphic Design
- COMM 220 Video Production
- COMM 222 Animation
- ENGL 105 Creative Writing: Non-Fiction
- ENGL 107 Creative Writing: Fiction
- ENGL 109 Creative Writing: Poetry
- FREN 314 Topics in French Cinema
- MUS 110 Music Fundamentals

MUS 120	Introduction to Music: The Middle Ages to Early Romanticism	ENGL/ WST 193	Women in Literature
MUS 121	Introduction to Music: Early Romanticism to the Present	ENGL 195	Art of Film
MUS 125	The Symphony and Symphonic Music	FREN 202	Intermediate French II
MUS 130	Music in Austria: The Imperial Legacy	FREN 240	Spoken French
MUS 141	Mozart: The Man and His Music	FREN 245	Conversation and Composition
MUS 165	Music in Film	FREN 320	Fables, Fairy Tales, and the Emergence of the Short Story
MUS 222	Music in America	FREN 322	French Theater: The Actor and the Script
MUS 232	Bach to Beethoven: Music in the 18th Century	FREN 395	Seminar: Special Topics in French
MUS 234	Music of the Romantic Tradition	HIST 117	History Through Novel and Film
MUS 239	Paris in the Modern Age	ITAL 202	Intermediate Italian II
PHIL 132	Philosophy and the Arts	JAPN 202	Intermediate Japanese II
		JAPN 245	Conversation and Composition
		PHIL 152	Philosophy Through Literature and Film
		SPAN 202	Intermediate Spanish II
		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 2 – Language, Literature, and Culture

Courses in this category allow students to explore ideas, systems of thought, or culture(s) through language and literature. Students will gain a sense of how language and literature reveal values, which are embedded in culture. They will understand how language constructs “ways of seeing” and be able to apply such ways of seeing and reading to their own life experiences. Courses in this category focus on advanced language acquisition at the 202 level or above, literacy expression, or cultural perspectives.

CHIN 202	Intermediate Chinese II
CHIN 214	Chinese Cinema in the 1980s and 1990s
CHIN/ ENGL 251	Fiction from China’s Imperial Past
ENGL 110	Introduction to Literature
ENGL 111	Greek Mythology and Religion
ENGL 112	The Bible
ENGL 121	Shakespeare
ENGL 139	Modern Poetry
ENGL 172	Modern American Fiction
ENGL 178	Multicultural Themes in Modern American Literature
ENGL 184	Modern World Drama

### 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 20) 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 Programming in Java
CS 226	Computer Organization and Architecture
IT 101	Living in a Digital Society
IT 125	Nursing Informatics
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 Financial 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 and Consumption: Applying Chemistry to Society
CHEM 111	Introductory Chemistry: Inorganic
CHEM 113	Principles of Chemistry
HON 303	HIV/AIDS: Intersection of Science
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 102	Social and Psychological Development of African Americans
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	HON 203	Islam and the West
ECON 100	Principles of Microeconomics	HON 301	Disability and Society: Private Lives, Public Debates
ECON 101	Principles of Macroeconomics	JAPN 310	Japanese Civilization
ECON/WST 125	Women and Work	MGMT 131	Cross-Cultural Management
FREN 316	Outside France: Perspectives from the French-Speaking World	NUTR 110	Sociocultural Implications of Nutrition
HIST 100	World Civilizations I: Pre-Modern Societies	NUTR 150	International Nutrition Issues
HIST 101	World Civilizations II: Colonialism and Post-Colonialism	PHIL 241	The Beginnings of Philosophy: Plato and Aristotle
HIST 128	Modern European History 1789–1989	PHIL 242	Making of the Modern Mind
HIST 140	History of American Civilization I: 1607–1877	PHIL 243	Mind, Politics, and Society: 19th–Century Philosophy
HIST 141	History of American Civilization II: 1877–1975	POLS 101	Introduction to American Politics
HIST 201	The Dynamics of Japanese History	POLS 102	Introduction to International Politics
HIST 203	History of East Asian and U.S. Foreign Relations	POLS 104	Introduction to Comparative Politics
HIST 204	Japanese Culture: Gender, Family, and Society	POLS 217	American Public Policy
HIST 206	The Rise of Modern China	POLS 221	The Arab-Israeli Conflict
HIST 207	Gender, Family, and Society in Modern China	POLS 225	International Politics of East Asia
HIST 213	Race and Ethnicity in U.S. History	PSYC 248	Social Psychology
HIST 214	Social Forces in American History	SOCI 101	Principles of Sociology
HIST 215	Women and Gender in U.S. History before 1890	SJ 222	Organizing for Social Change
HIST 216	Women and Gender in U.S. History since 1890	SPAN 310	The Making of Spain: Studies in Spanish Culture
HIST 217	History of Latinos and Latinas in the U.S.	SPAN 312	Society and Politics in Latin America: The Collision of Two Worlds and the Search for Identity
HIST 219	History of Sexuality and the Family	SPAN 380	Migrant in the City: Fieldwork Seminar on Puerto Rican Culture
HIST 225	Witchcraft and Magic: Popular Religion in the West	WST 200	Women, Nation, Culture
HIST 235	French Revolutionary Era: Politics and Culture		
HIST 237	Holocaust		
HIST 248	United States Foreign Policy: 1898–1945		
HON 202	Political Upheaval and Its Expression in 20th-Century Latin America		

### 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.

HON 302	Sexuality, Nature, and Power
MGMT 224	Socially-Minded Leadership for Women
PHIL 120	Introduction to Philosophy: The Big Questions
PHIL 121	Philosophy of Religion
PHIL 127	Ethics in the Workplace
PHIL 130	Ethics
PHIL 131	Biomedical Ethics
PHIL 133	Asian Philosophy
PHIL 136	Philosophy of Human Nature
PHIL 139	Environmental Ethics
PHIL 223	Philosophy of Race and Gender
PHIL 225	Ethical, Legal, and Social Issues in Information Technology
PHIL/ POLS 232	Theories of Justice
PHIL 237	Philosophy of Mind
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

### 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 meet regularly 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:

<b>A</b>	=	<b>4.00</b>
<b>A-</b>	=	<b>3.67</b>
<b>B+</b>	=	<b>3.33</b>
<b>B</b>	=	<b>3.00</b>
<b>B-</b>	=	<b>2.67</b>
<b>C+</b>	=	<b>2.33</b>
<b>C</b>	=	<b>2.00</b>
<b>C-</b>	=	<b>1.67</b>
<b>D+</b>	=	<b>1.33</b>
<b>D</b>	=	<b>1.00</b>
<b>D-</b>	=	<b>0.67</b>
<b>F (Fail)</b>	=	<b>0</b>
<b>RW (Required Withdrawal)</b>	=	<b>0</b>
<b>P (Pass)*</b>		
<b>AU (formal audit)*</b>		
<b>W (Approved Withdrawal)*</b>		

*\* 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.

### 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 145–147). Selected for the program by an honors review committee, students are required to maintain a minimum grade point average of 3.2 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 43.

**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, be 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.

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## Principles and Policies

Simmons has committed itself to the following principles and policies:

### ***Student Principles***

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

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

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

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

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

law, no student will be penalized for absence due to religious observances.

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

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

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

### ***Student Policies***

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

All students are given equal access to the College's programs and resources. As permitted

by state and federal law, admission to the College's undergraduate baccalaureate program is reserved for women. The College is committed to admitting qualified students of any race, color, age, religion, sexual orientation, national and ethnic origin, regardless of disability, to all the programs and activities generally made available to students at the College, including scholarship and loan programs, athletic programs, and other College-administered social, educational, and recreational programs, and student services. All graduate schools and programs are open to both men and women. The School of Management MBA program is designed specifically for women.

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

### **College Principles**

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

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

underrepresented groups of students, faculty, and staff.

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

### **SIMMONS COLLEGE NOTICE OF NON-DISCRIMINATION and GRIEVANCE PROCEDURES**

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

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

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

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

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

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

### ***Grievance Procedure***

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

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

Rights, 330 C Street, Washington, DC 20202.

### ***Information for Students with Disabilities***

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

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

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

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

Timeliness is an integral part of the accommodation process. Students should initiate the

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

### **Religious Observance**

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

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

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

### **Other Policies**

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

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

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

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## **Administration**

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

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

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

College plays an active role in Boston-area community relations and higher education on a national level. Susan C. Scrimshaw is the current president.

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

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

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## Student Services

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

### ***Academic Support Center***

Director: Lesola Morgan

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

The Academic Support Center (ASC) supports the educational progress of Simmons students by providing academic support, assistance, and access to success. The ASC supports Simmons faculty in advising students and providing them with excellent education. Students receive assistance in a variety of different courses in many of

the major concentrations, including the sciences, language, and social sciences. The study skills advisor helps students with development of learning strategies, time management, test preparation, and academic motivation.

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

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

### ***The Office of Alumnae/i Relations***

Executive Director: Lorita B. Williams

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

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

with all Alumnae/i Associations, the Development Office, faculty, staff, administrators, area colleges and universities, non-profit organizations, and businesses.

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

Graduates of the College are invited to join more than 6,300 registered alumnae/i worldwide through Alumnet, the comprehensive online community for Simmons alumnae/i. The community allows alumnae/i to maintain close ties with the College or College friends in the U.S. and abroad. Simmons graduates can easily register to participate in the online community. To register, log on to [alumnet.simmons.edu](http://alumnet.simmons.edu) and click on "Join Today." For more information, please contact [alumnet@simmons.edu](mailto:alumnet@simmons.edu) or call the Office of Alumnae/i Relations at 800.246.0573.

### ***The Career Education Center***

Director: TBA

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

The Career Education Center (CEC) assists students and alumni at all stages of their career development. Students who need assistance with identifying their interests, skills, personalities, and values in order to make effective career decisions and major selections, and alumni who wish to evaluate and prepare for possible career transitions, are encouraged to use the services of the CEC. In workshops or in one-on-one meetings with career counselors, students and alumni receive help in preparing for a job

search, identifying compatible employment, and focusing on long-term career goals. A variety of resource guides, regular e-mails to students, and electronic communications provide valuable information.

Annually, the CEC lists more than 2,500 positions in business, industry, health, education, government, public affairs, and human services. Each year, recruiters visit the College to interview seniors and graduate students for full-time employment. An online employment system called Sharklink facilitates the on-campus recruiting program and maintains all employment and internship listings. Students can access the system through the CEC's website or by going to [sharklink.simmons.edu](http://sharklink.simmons.edu). In addition, recommendations from Simmons faculty members and former employers may be put on file in the CEC and made available when needed to support new job or graduate school applications.

The CEC also has student employment resources. Staff members help students seeking jobs or internships during the academic year and during vacation periods. The CEC maintains listings for both on- and off-campus employment, funded either by the employer(s) or through the Federal Work-Study Program. Descriptions of on- and off-campus job opportunities are listed on the CASH system, an online database.

### ***College of Arts and Sciences, The Office of the Dean***

Dean: Diane Raymond

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

Education Center, Study Abroad, and Disabilities Services. For further information, contact [cas@simmons.edu](mailto:cas@simmons.edu) or 617.521.2091.

### ***The J. Garton Needham Counseling Center***

Director: Dr. Jonathan Ehrenworth

Website: [http://www.simmons.edu/students/counseling\\_center](http://www.simmons.edu/students/counseling_center)

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

### ***Disability Services***

Director: Todd K. Herriott

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

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

accommodations available. Disability Services also sponsors workshops for students on specific themes and works closely with faculty to promote education relating to those issues.

### ***The Office of Student Financial Services***

Director: Diane Hallisey

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

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

### ***The Simmons College Health Center***

Administrative Director: Susan Glazer

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

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

### ***Health Requirements and Recommendations***

Every undergraduate and graduate student must complete and return to the medical director prior to registration a health certificate, which

includes immigration records. The College provides these forms through the undergraduate and graduate admission offices. A compulsory health center fee payment, currently \$588 annually (\$294/semester), is required of all full-time registered undergraduates and those graduate students living on the residence campus. Other graduate students not living on the residence campus may elect to use the health center by paying the health fee or on a fee-for-service basis. The health fee covers most services offered at the health center during the undergraduate calendar year, but does not cover immunizations, prescription medications, consultations with physicians outside the health center, emergency room visits, X-rays, and laboratory tests.

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

### ***The Health Education Program***

Director: Elise Tofias Phillips, MEd

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

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

Health education includes peer education program in the areas of time and stress management, smoking cessation, nutrition, healthy eating, disordered eating, body image, drug and alcohol use, safe sex, HIV and AIDS, self-esteem, healthy relationships, and the prevention of relationship violence and sexual assault. Health education programs are facili-

tated by professional health educators, nutritionists, student health educators, and health and counseling staff.

For more information, please contact [healtheducation@simmons.edu](mailto:healtheducation@simmons.edu) or call Elise Tofias Phillips, Director of Health Education, at (617)521-1001.

For nutrition counseling contact [kathianne.williams@simmons.edu](mailto:kathianne.williams@simmons.edu) or (617)521-1298.

### ***The College Library***

Director: Daphne Harrington

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

The Library's mission is to support and enhance the academic, instructional, and intellectual programs of Simmons College. The Library achieves this goal by acquiring and making readily accessible a wide variety of print, media, and electronic materials and by offering a full range of information services. A major renovation and expansion of the Library will be complete in the summer of 2007, offering more comfortable and usable seating for students, as well as 15 technology-equipped group study rooms.

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

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

Reference librarians are available to assist patrons in most effectively utilizing the libraries' services and collections. Training and instruc-

tion are offered in the Library and in many classes, and are also provided over the phone or electronically through e-mail, chat, and digital reference. Help with technology is also available at a Technology desk in the Library.

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

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

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

The Simmons College Library belongs to the Fenway Library Consortium, which is composed of 15 nearby libraries. Current members of the Simmons College community have library privileges at the other 14 libraries: the Brookline Public Library; libraries at Emerson, Emmanuel, Hebrew and Wheelock Colleges; Roxbury Community College, Massachusetts College of Art; Massachusetts College of Pharmacy and Health Sciences; Suffolk and Lesley Universities; University of Massachusetts at Boston; Wentworth Institute of Technology; the New England Conservatory of Music; and the Museum of Fine Arts, including the School of the Museum of Fine Arts.

### ***The Office of the Dean for Student Life***

Dean: Sheila Murphy

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

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

(African American, Latina, Asian, and Native American) students, Dix Scholars, international students, and commuting students.

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

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

### ***The Office of Leadership and First-Year Programs***

Director: TBA

Website: <http://my.simmons.edu/campuslife/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, and tickets to cultural and sporting events, and stocks many area informational brochures.

### ***Office of Student Activities***

Director: TBA

Website: <http://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.

### ***Physical Education, Intercollegiate Athletics, Recreation, and Intramurals***

Director: Alice Kantor

Website: <http://my.simmons.edu/campuslife/athletics/>

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

on a recreational outing.

The intercollegiate athletic program emphasizes the pursuit of athletic excellence and enjoyment of competition against New England colleges. As a NCAA Division III institution, Simmons houses sports teams with a tradition of high-caliber student athlete participation and is a competitive member of the Great Northeast Athletic Conference. Over the past three years, Simmons's varsity teams have finished third or higher during regular season and tournament competitions, and have captured many championship titles. For example: Simmons's soccer team won the 1996, 1998, and 2004 Conference Soccer Championships. Furthermore, many athletes have achieved All-American, All-New England, All-Conference, and All-Tournament honors.

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

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

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

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

#### **Athletic Facilities**

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

#### **Office of Public Safety**

Director: Gerald Chaulk

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

All members of the Simmons community should take an active role in their own safety and security both on and off campus. On campus, the College's Office of Public Safety coordinates security and safety measures for the College, and uniformed public safety officers are on duty at various locations on the campus. Supervisors in the Office of Public Safety are

licensed by the Commonwealth of Massachusetts as special police officers and have authority to make arrests and enforce the laws of the Commonwealth on College property.

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

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

#### ***The Office of the Registrar***

Registrar: Donna Dolan

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

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

### ***The Office of Residence Life***

Director: Jeanais Brodie

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

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

Most undergraduate residence halls are corridor-style with double, triple, and quadruple rooms. First year students typically reside in designated first year spaces with programs targeted to their needs as first year students. Single and suite-style living is generally available for seniors. Graduate students and Dix Scholars are housed in single and double rooms. Special interest housing options, including wellness, and extended quiet hour areas, are available to undergraduate students. Assignments are based on availability and students' preferences as stated in the application for housing.

### ***Technology***

Executive Director: Robert Kuhn

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

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

protect your computer with free anti-virus and other software Technology makes available for free at <http://my.simmons.edu/disinfect-protect>.

Conveniently located throughout campus you will find computers with software you need to complete your coursework. For more information about general access and lab locations, including hours of operation, see <http://my.simmons.edu/technology/labs>. There are two technology support desks. At the Information Commons Technology Desk, on the first floor of the library, you can get technical assistance with software on the computers in the area, and borrow wireless laptops. And the Help Desk is your email and phone technology support resource; call 617-521-2222 or email [helpdesk@simmons.edu](mailto:helpdesk@simmons.edu). The Help Desk also offers self-help clinics where you can learn how to troubleshoot problems with your own computer.

Technology Media Services, located in P108, lends videotapes, DVDs, and audio-video equipment (e.g. digital, SLR, and mini-DV cameras). For information about borrowing and for locations of viewing stations on campus, please see <http://my.simmons.edu/technology/media/>.

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

## Admission

### FIRST-YEAR STUDENTS

Simmons students come from most of the 50 states and more than 40 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 Admission Committee 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 communities, 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 by 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 by 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 application.
2. **Application for Financial Aid:** Refer to page 49–50 for application details.
3. **Tests:** Every applicant must take either the SAT I: Reasoning Test or the American College Testing Assessment (ACT). 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.) (The ACT code for Simmons is 1892.) For information concerning these tests, visit the College Board website at <http://www.collegeboard.com> or the American College Testing Assessment website at <http://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. 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 \$12,000 or \$15,000 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.

### **The Presidential Scholarship**

The Presidential Scholarship, a \$10,000 award renewable with a 3.00 Simmons grade point average, is awarded to admitted students whose academic achievement and personal qualities indicate that they will continue to perform at the highest level when they enroll at the College. The Presidential Scholarship is awarded at the time of acceptance and is subject to availability of funds. A separate application is not required.

### **The Achievement Scholarship**

The Admission Committee grants the Achievement Scholarship 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 Achievement Scholarship is renewable for four years with satisfactory academic progress. A separate application is not required.

### **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. For more information on this selective program, please see page 145. Applications are available in the admission office. For more information, please write to [ugadm@simmons.edu](mailto:ugadm@simmons.edu).

## 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 and is 23 years old or younger. 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. Credit for a course taken elsewhere with a grade of P can transfer if the registrar's office can determine that the P is not equivalent to a grade below C. 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 24 years of age or older and students seeking a second bachelor's degree should apply to Simmons using the Dorothea Lynde Dix Scholars admission application. 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 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 applying as transfer candidate's to begin the nursing program in the fall semester are strongly encouraged to apply by March 1. Students interested in enrolling for the spring semester should apply no later than December 1. The common application may be used in place of the Simmons application.
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 final grades earned as well as 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 generally exempt from this requirement. For information concerning these tests, visit the College Board website at <http://www.collegeboard.com> or the American College Testing Assessment website at <http://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. If a student is enrolled in classes at the time of application, the applicant must file a supplementary transcript with final grades.
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 or academic advisor 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 or advisor 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. Second Baccalaureate degree applicants must apply through the Dorothea Lynde Dix Scholars admission option and, once admitted, are subject to the policies that apply to Dix Scholars.

### ***Merit Scholarship Programs for Transfer Students***

Simmons College offers academic scholarships for incoming undergraduate transfer students. These awards are determined by the Office of Admission and are awarded only at the time of admission. Merit scholarships are

renewable for a maximum of 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 Achievement Scholarship***

The Committee on Admission grants the Achievement Scholarship to a select group of transfer students to acknowledge their academic achievement in both high school and college as well as their contributions to these communities. Academics achievement, leadership, service, and co-curricular achievements distinguish candidates for this annual scholarship of \$5,000. The Achievement Scholarship is renewable for a maximum of four years with satisfactory academic progress. A separate application is not required.

### ***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 not eligible for financial assistance at Simmons College. However, those applying as first-year or transfer students are 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 on the paper exam, a 220 on the computer-based exam or an 83 on the internet-based TOEFL is required. 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 continuous 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 liberal arts and sciences background combined with professional career preparation. Students of any age seeking a second baccalaureate degree are also considered Dix Scholars. 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 coursework 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 18–29), 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 pursuing a baccalaureate degree here at Simmons College based on availability. For a housing application or general housing information, please write to: [reslife@simmons.edu](mailto: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 48 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](mailto: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 reestablished each year, and family resources are reevaluated annually.

### **Scholarships and Grants**

**Merit Scholarships:** Simmons College offers some grants and scholarships based on academic 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 page 43.

**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 20 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 2007–2008 figures, consult the catalog addendum, available in spring 2007.*

### Expenses: 2006–2007

Tuition for full-time undergraduates (registered for 12 credits or greater) is charged on a flat rate basis. Tuition for the 2006–2007 academic year is \$12,957 per semester. Tuition for part-time undergraduates (registered for less than 12 credits) and Dorothea Lynde Dix Scholars is based on a \$809 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 (\$294 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 \$5,355 per semester (\$5,985 for Dix Scholars). All full-time undergraduates and full-time Dix Scholars pay a \$100 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 (2006–2007)

	<i>Resident</i>	<i>Commuter</i>
<b>Tuition</b>	\$25,914	\$25,914
<b>Residence</b>	10,710	0
<b>Health Center Fee</b>	588	588
<b>Student Activity Fee</b>	200	200
	<u>\$37,412</u>	<u>\$26,702</u>

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 website of our insurance provider, UniversityHealthPlans.com. The waivers must be completed by August 15 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 15 for the first semester and December 15 for the second semester. The College cannot assure that payments received after the due date will be processed in time to clear the student's official registration. Students who do not settle their accounts prior to the first day of classes may have to select courses on a space-available basis. Students whose payments are received after the due dates will be charged a \$100 late payment fee (\$50 is assessed at the due date; an additional \$50 is assessed on the first day of the term).

A fee of \$20, in addition to the above late payment fees, will be charged for any dishonored check. Checks should be made payable to

Simmons College and sent to the statement remittance address or to:

Simmons College  
300 The Fenway  
Boston, MA 02115-5898

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

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

If the College refers a delinquent account to a collection agent or attorney, these costs, plus all expenses associated with the collection effort, will be due and payable. American Express, Mastercard, VISA and Discover 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 \$250 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>
<b>Fall Semester 2006</b>	
September 15	100 percent
September 22	80 percent
September 29	60 percent
October 8	40 percent
October 13	20 percent
<b>Spring Semester 2007</b>	
January 26	100 percent
February 2	80 percent
February 9	60 percent
February 16	40 percent
February 23	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 midsemester 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 5 for the fall semester and by January 16 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 fewer than 12 credit hours should notify the registrar in writing prior to June 8 for the fall semester and November 14 for the spring semester so a correct bill can be issued.

### ***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.