

Nutrition Catalog
Graduate Program in Nutrition and Health Promotion
2013-2014

The coeducational School of Nursing and Health Sciences was established in July 1989, underscoring Simmons's commitment to the preparation of students for positions of leadership in health care. The School brings together the College's health-related programs in nutrition, physical therapy, primary health care nursing and health professions education. The School's goal is to prepare individuals for clinical and administrative leadership positions in a rapidly changing health care environment. Its programs are committed to educating students to be sensitive to human needs in terms of access and quality of health care, and to also understand the organizational, institutional, and policy constraints that dominate the health care system. Because it incorporates both clinical and administrative programs in one organization, the School is uniquely positioned to respond to the critical need for well-prepared health care professionals, to enhance the opportunities for interdisciplinary cooperation, and to expand the resources available to faculty, graduate students, and the health care community.

SNHS students benefit from the College's location in Boston. The city has one of the world's largest medical centers, with more than seventy hospitals, dozens of health centers, and hundreds of other health care-related organizations. These countless resources, combined with Boston's equally distinguished high technology and research institutions, provide excellent learning experiences and career opportunities for students in health-related programs. At 300 The Fenway, Simmons is located in the heart of the Longwood Medical Area, neighbor to the Harvard medical, dental, and public health schools and in close proximity to noted medical institutions such as Beth Israel Deaconess Medical Center, Brigham and Women's Hospital, Children's Hospital and Dana Farber Cancer Institute.

Master's Program in Nutrition and Health Promotion

The Master of Science in Nutrition and Health Promotion is designed for those who wish to be leaders in nutrition and wellness. The program attracts students with backgrounds in such disciplines as nutrition, biology, health sciences, health education, athletic training, exercise physiology, or physical education, as well as those with bachelor's degrees in other fields wishing to enter the nutrition field. This program builds upon the decades-long expertise of the Simmons undergraduate program in nutrition and the interdisciplinary resources available in the School of Nursing and Health Sciences programs in health care administration, physical therapy, and primary health care nursing. Students are also able to take relevant elective courses in the Simmons graduate programs in Communications, Management, Education, and Library and Information Science.

Mission

Mission: "To develop entrepreneurial spirit and leadership potential to advance the field of nutrition and health promotion by providing transformative learning experiences."

Goals:

1. Prepare nutrition professionals for lifelong learning and professional development.
Outcome Measure: at least 50% of graduates will participate in learning and professional development activities one year post graduation. Data: 1 year post graduation survey
2. Prepare nutrition professionals to engage in collaborative and /or leadership opportunities.
Outcome measure: at least 50% of graduates will participate in collaborative or professional leadership activities within one year post graduation. Data: 1 year post graduation survey.
3. Prepare nutrition professionals who demonstrate acquisition, comprehension, and application of nutrition knowledge. **Outcome measure:** at least 70% or greater will show proficiency in nutrition knowledge as evidenced by grades of B or higher in all graduate nutrition courses. Data: GPA
4. Prepare nutrition professionals to conduct applied research designed to advance the science of nutrition and the profession of dietetics. **Outcome measure:** 100% of the graduates will prepare a manuscript for submission to a peer reviewed journal before graduation.

Program of Study

The program of study for the Master of Science in Nutrition and Health Promotion includes ten required courses and one elective course. The total credits required for the degree is 31.

Program Features (for M.S. program)

- The Graduate Program in Nutrition and Health Promotion provides a challenging curriculum that prepares its graduates for leadership roles in nutrition and wellness.
- The program offers an exciting opportunity to learn in a unique interdisciplinary environment, where small group experiences and mentoring are the norm.
- The program provides a supportive educational environment with small classes and a collegial relationship with nationally-known faculty.
- This eleven-course Master's program can be completed by a full-time student in one academic year, including a summer semester.
- While an undergraduate degree in nutrition is not a requirement for admission, there are specific science and nutrition course prerequisites. See the Admissions Requirements section for more details.
- All graduate nutrition classes are offered in the evening.

Program Options

- The Simmons program provides the opportunity to complete the Didactic Program in Dietetics post baccalaureate Certificate, the academic requirements for obtaining the credentials to become a registered dietitian. This option requires the completion of additional undergraduate courses.
- The Simmons Program also offers the option to complete a Certificate in Sports Nutrition. Specific requirements can be found later in the catalog in the section “Online Certificate in Sports Nutrition”.

Program Career Opportunities

The Master of Science in Nutrition and Health Promotion prepares professionals for a variety of career opportunities in health care, business, and government. For students already in health professions, this degree allows an expansion of their existing practices to include health promotion program planning, implementation, and evaluation. Graduates are qualified to work in the health promotion departments of managed care plans, corporate wellness programs, fitness centers, food service companies, school systems, and for-profit organizations concerned with nutrition and health. Graduates bring a health promotion orientation to the delivery of nutrition services in hospital ambulatory care centers, neighborhood health centers, private practices, and community-based programs.

Graduate Program in Nutrition and Health Promotion Curriculum

Required Courses (28 credits)

NUTR 452	Nutrition Practice: Program Planning, Implementation, and Evaluation.....	3
NUTR 455	Nutrition, Fitness, and Wellness.....	3
NUTR 460	Nutritional Epidemiology	3
NUTR 461	Exercise Assessment and Prescription	3
NUTR 489	Nutrition Proposal Development.....	1
NUTR 490	Nutrition Research Project.....	4
SNHS 410	Research Methods	3
SNHS 450	The Health Care System: Interdisciplinary Perspectives.....	3
SNHS 570	Health Promotion: A Global Perspective.....	2
NUTR 453	Advanced Topics in Preventive Nutrition	3
	Total credits	28

Examples of Elective Courses (3 credits)*

NUTR 462	Consulting Practice.....	3
NUTR 480	Nutrition Fieldwork.....	4
SNHS 415	Sports Psychology.....	3
SNHS 581	Negotiation	2
MCM 453	Strategic Market Communications	4
GEDUC 424	Integrating Tech in the Classroom	4

SNHS 429	Holistic Health Care	3
SNHS 524	Health Law	3
SNHS 535	Cultural Competency	3
SNHS 425	Caring for the Caregiver.....	
	Total credits for M.S. program.....	31

Sample Curriculum for a Full-Time Student *

FALL

NUTR 452	Nutrition Practice: Program Planning, Implementation, and Evaluation	3
NUTR 455	Nutrition, Fitness, and Wellness.....	3
NUTR 461	Exercise Assessment and Prescription	3
NUTR 489	Nutrition Proposal Development	1
SNHS 410	Research Methods	3
SNHS 570	Health Promotion: A Global Perspective.....	2
	Total credits	15

SPRING

SNHS 450	The Health Care System: Interdisciplinary Perspectives.....	3
NUTR 460	Nutritional Epidemiology	3
NUTR 490	Nutrition Research Project.....	4
TBN	Elective	3
	Total credits	13

SUMMER

NUTR 453	Advanced Topics in Preventive Nutrition	3
	Total credits for M.S. program.....	31

*These schedules are for illustrative purposes only and are subject to change without notice.

Sample Curriculum for a Part-Time Student *

YEAR 1		
FALL		
	SNHS 570	Health Promotion: A Global Perspective.....2
	NUTR 455	Nutrition, Fitness, and Wellness.....3
		Total credits5
SPRING		
	SNHS 450	The Health Care System: Interdisciplinary Perspectives.....3
		Elective3
		Total credits6
YEAR 2		
FALL		
	NUTR 452	Nutrition Practice: Program Planning, Implementation, and Evaluation3
	SNHS 410	Research Methods3
		Total credits 6
SPRING		
	NUTR 460	Nutritional Epidemiology3
		Total credits3
SUMMER		
	NUTR 453	Advanced Topics in Preventive Nutrition3
		Total credits3
YEAR 3		
FALL		
	NUTR 461	Exercise Assessment and Prescription3
	NUTR 489	Nutrition Proposal Development1
		Total credits4
SPRING		
	NUTR 490	Nutrition Research Project4
		Total credits for M.S program.....31

*These schedules are for illustrative purposes only and are subject to change without notice.

Online Certificate in Sports Nutrition *

Nutrition graduates, exercise physiologists, athletic trainers and sports medicine specialists can parlay their expertise into an expanded area of practice. Combining nutrition and exercise knowledge allows students to build competence in the area of personal training and fitness. The Certificate in Sports Nutrition provides the necessary preparation for the American College of Sports Medicine (ACSM) Personal Trainer Exam. The Certificate is offered entirely online.

Goal: Prepare nutrition and fitness professionals who demonstrate acquisition, comprehension and application of nutrition and fitness knowledge. Outcome measure: 70% or greater will show proficiency in nutrition and fitness knowledge as evidenced by grades of B or higher in all graduate nutrition courses.

Prerequisites include: an undergraduate degree in nutrition, exercise physiology, kinesiology, sports medicine, or related fields, which would have included Human Anatomy and Physiology I and II with laboratory, and Introductory Nutrition. These prerequisite courses must be graded and may not be completed pass/fail or audited and completed within the past ten years.

The program consists of four, three-credit online courses and can be completed in either one or two years (for U.S. students*). Two courses are offered each fall and spring semesters. Admission is not available for summer (May) entry since no classes are offered during this time.

Two Certificate in Sports Nutrition courses are required as part of the Master's nutrition program. Students enrolled in or considering the Master's program can also use one Certificate of Sports Nutrition course as an elective in the Master's program. However, students must apply simultaneously to the Master's program in order for these courses to apply to the Master's degree. Non-degree students are not eligible to take any of the Certificate courses. If an individual applies to the M.S. and/or DPD programs, is accepted, enrolls and then decides to obtain the CSN credential, he/she **must** apply for admission and be accepted to the CSN program to take any additional CSN courses. A CSN credential will **not** be awarded if a student continues to take CSN courses without formal acceptance to the program.

Required Courses**

SNHS 415
Sports Psychology

NUTR 455
Nutrition, Fitness and Wellness

NUTR 461
Exercise Assessment and Prescription

NUTR 462
Consulting Practice

*International students in the U.S. The CSN program is not a full-time program, thus, international students requiring an F-1 visa to study in the U.S. are not eligible to apply to this program. U.S. Immigration law stipulates that F-1 visa students must be admitted to/enrolled in a full-time degree seeking program.

**See the Course Descriptions section for full information.

Certificate in the Didactic Program in Dietetics (D.P.D.)

The Simmons College Certificate in the Didactic Program in Dietetics (D.P.D.) is a post-baccalaureate program that fulfills one of the requirements for becoming a Registered Dietitian. The D.P.D. Certificate will prepare graduates to become competent entry level professionals, as well as preparing for success in one or more of the following: a graduate program, an accredited supervised practice program (dietetic internship, or employment).

The undergraduate courses required for the D. P.D. (indicated further in this catalog) can be completed within the context of the Simmons College curriculum either as a part of a Bachelor's degree or in addition to an already completed Bachelor's degree. Students not currently in possession of a Bachelor's degree should apply through the Simmons College Undergraduate Admissions office for a Bachelor's degree with a major in nutrition and dietetics. Students who already have a Bachelor's degree and intend to apply for the DPD Certificate Program must apply for this program through the Office of Admission of the School of Nursing and Health Sciences.

The D.P.D. Certificate is designed for those students who have already completed a Bachelor's degree and who would like to complete solely the Didactic Program requirements to become a Registered Dietitian. Students who have already obtained a Bachelor's degree in a discipline other than nutrition can complete the D.P.D. Certificate program to apply for a supervised practice program (e.g., dietetic internship). The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics didactic undergraduate course requirements for the Simmons College D.P.D. Certificate are indicated below. Any pre-requisite courses specified in the college catalog for each course must be completed prior to taking the course in question.

This certificate, along with a verification statement signed by the D.P.D. Director at Simmons College, will confirm the successful completion of the second step in the credentialing process for dietetics practitioners. Students who already have a Bachelor's degree (the first step in the process) must successfully complete the D.P.D. courses at Simmons College to be eligible for a verification statement. In addition to a minimum of a Bachelor's degree, and the didactic courses, an accredited supervised practice program (dietetic internship) must be completed to ensure eligibility to take the R.D. exam. The courses in this certificate are coded as graduate courses (tuition is based on the graduate rate) but they are actually undergraduate in content.

It should be noted that fulfilling ~~the didactic~~ **the didactic** courses required for the Certificate in the Didactic Program in Dietetics is only one step in the credentialing process for dietetics practitioners. In addition to a minimum of a Bachelor's degree, the undergraduate D.P.D. course completion must be followed by an accredited supervised practice program (e.g., a dietetic internship program (D.I.P.) to ensure eligibility to take the R.D. examination. The application to the D.I.P. is a separate process and completion of the Certificate in the D.P.D. in no way guarantees acceptance into a D.I.P. The dietetic internship application process is competitive and not all applicants are accepted. Statistics on the acceptance rates to dietetic internships can be found on the following web site:

<http://www.eatright.org/CADE/content.aspx?id=186>. In recent years, about half of those applying to DIPs nationally were accepted into dietetic internships, although among Simmons College D.P.D. students the match rate was about 81% in 2011 and 97% in 2012.

For more information on becoming a registered dietitian please see

http://www.eatright.org/cps/rde/xchg/SID-5303FFEA-66E62AB5/ada/hs.xsl/home_6658_ENU_HTML.htm

Students must formally apply to this program by submitting the electronic graduate Nutrition application and all supporting paper materials to the Office of Admission of the School of Nursing and Health Sciences. Carefully review the application since some items required for other nutrition program options are **not** required for the D.P.D. application.

The Mission of the Simmons College Certificate in the Didactic Program in Dietetics

The mission of the Simmons College Didactic Program in Dietetics (D.P.D.) is to educate students and foster an appreciation of lifelong learning in preparation for their success in the nutrition and dietetics profession so that they can be effective in a profession that improves the eating behaviors and subsequent health and quality of life of a multicultural and diverse population, a profession that adds to the scientific investigation about food and health, and one that fosters an appreciation of nutrition and dietetics' relationship to other sciences.

Program Goals and Objectives

The Nutrition Department is dedicated to quality teaching and learning. The following are the goals of Simmons College Didactic Program in Dietetics. The D.P.D. goals are consistent with the mission of the College and the corresponding college goals:

1. The Simmons College D.P.D. will prepare graduates capable of becoming competent entry level dietetics professionals.
2. The D.P.D. will prepare graduates to succeed in one or more of the following: a graduate program, an accredited dietetic internship program (DIP), or employment.
3. The D.P.D. will prepare graduates to serve a culturally diverse population.

DPD Goals and Program Outcomes

As part of our accreditation requirements set forth by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (**ACEND**) measurable outcome objectives which track our progress toward attaining the aforementioned goals have been established (some are ACEND requirements). The Didactic Program in Dietetics' goals and corresponding program outcomes are shown below:

1. The Simmons College D.P.D. will prepare graduates to become competent entry level professionals.

Corresponding program outcomes:

- At least 70% of those students enrolled in the BS/DPD or D.P.D. Certificate will complete it within 150% of the time planned for completion.
- Over a five year period, the pass rate for program graduates taking the registration examination for the first time will be at least 80%.
- At least 75 % of graduates will assign a 4 (i.e., agree) or a 5 (i.e., strongly agree) to being well prepared on 75% of the items on the graduate survey.
- At least 75% of Directors of supervised Practice will rate Simmons College DPD graduates as acceptable or higher on 75% of items listed on the survey.

2. The D.P.D. will prepare graduates to succeed in one or more of the following: a graduate program, an accredited dietetic internship program, or employment.

Corresponding program outcomes:

- Over a five-year period, 60% of D.P.D. graduates will apply to supervised practice programs the academic year they complete the program.
- Over a five year period, 80% of those applying to supervised practice programs the academic year that they complete the program will be accepted.
- Within 12 months of completing the program at least 70% of those who did not apply or were not accepted to a DIP will secure one or more of the following: appointment to a graduate program, or employment.

3. The D.P.D. will prepare graduates to serve a culturally diverse population with understanding and respect.

Corresponding program outcomes:

- 75% of graduates will report satisfaction with their ability to serve culturally diverse groups.

Required Courses for the Certificate in the Didactic Program in Dietetics

General Biology* (BIOL 113)
Microbiology* (BIOL 221)
Anatomy & Physiology I and II* (BIOL 231 + 232)
Introductory Chemistry: Inorganic* (CHEM 111 or 113)
Introductory Chemistry: Organic* (CHEM 112 or 114)
Introduction to Biochemistry (CHEM 223)
Introductory Statistics (MATH 118)
*with Laboratory

Nutrition Courses:

Advanced Food Science (NUTR 201)
Introduction to Nutrition Science (NUTR 112, Fundamentals of Nutrition Science NUTR 111 can be substituted)
The Practice of Clinical Dietetics (NUTR 231)
The Practice of Community Nutrition (NUTR 237)
Food Production and Service Systems (NUTR 248)
Management of Food Service Systems (NUTR 249)
Nutrient Metabolism (NUTR 311)
Advanced Practice in Community Nutrition (NUTR 381)
Medical Nutrition Therapy (NUTR 334) (this course must be taken at Simmons College)
Seminar: Selected Topics in Nutrition (NUTR 390)

In addition, there are two required social science courses; at least one of these should be in Sociology or psychology.

The Simmons College Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Chicago, IL 60606, 312.899.0040 ext. 5400.

Master's of Science in Nutrition and Health Promotion and D.P.D. Program

Those who are admitted into both the MS and the D.P.D. Certificate Program may use graduate courses in their MS program to fulfill the requirements of two of the aforementioned D.P.D. courses, Advanced Practice in Community Nutrition, and Seminar; Selected Topics in Nutrition (NUTR 390). However, to obtain the exemption from these courses, the following graduate courses must be completed *prior to completion* of the DPD Certificate.

- Advanced Practice in Community Nutrition (NUTR 381) is covered by the following graduate courses:
 - NUTR 452 Program Planning, Implementation and Evaluation
 - NUTR 455 Nutrition Fitness and Wellness
 - NUTR 460 Nutritional Epidemiology
 - SNHS 450 Introduction to Health Care Systems
 - SNHS 570, Health Promotion: Global Perspective
- Seminar: Selected Topics in Nutrition (NUTR 390) is covered by the following graduate courses.
 - SNHS 410 Research Methods

- NUTR 489 Proposal Development

D.P.D certificate students (U.S. and permanent resident aliens) may take some D.P.D. courses at another regionally accredited post-secondary institution with prior approval from the D.P.D. director. However, in order to receive a verification statement attesting to the completion of the Didactic Program in Dietetics, students must complete a minimum of five courses in residence at Simmons College, even if they have a Bachelor's degree in Nutrition from another regionally accredited college or university.

Foreign students needing an F-1 visa to study in the U.S. must take all courses at the institution which issued the I-20, so, students issued an I-20 by Simmons must complete all courses at Simmons.

D.P.D Certificate students must pass D.P.D. science courses with a grade of C- or better and D.P.D. Nutrition courses with a grade of B- or better to be eligible to receive a Verification Statement (the latter is the official documentation of completion required by ACEND). Students who successfully complete the Certificate in the D.P.D. at Simmons College will receive this certificate and also a Verification Statement, once they have submitted the following to the D.P.D. director:

- All official transcripts from all colleges attended for credit toward their degree and all colleges attended at which students took courses which fulfilled the Certificate in the D.P.D. requirements (prior approval of all courses proposed to be taken for the D.P.D. at a college other than Simmons College is required by the Nutrition Department). These official transcripts are **in addition** to and separate from those submitted as part of the admission process submitted to the Office of Admission; photocopies are not acceptable
- A request for the Verification Statement (either by e-mail or hard copy). This request should include the student's full name, the last four digits of their social security number, and the address to which the verification statements should be sent.
- A completed "transcript release" form.
- A completed "Permission to Survey" form.
- There is a 1-2 week turn-around time between the time of receipt of all aforementioned and the sending out of the Verification **Statement**.

For additional information on the Didactic Program in Dietetics at Simmons College, please see the undergraduate and graduate web sites for this program.

Dietetic Internship Program

The Simmons College Dietetic Internship Program, accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Chicago, IL 60606, 312.899.0040 ext. 5400, is designed for candidates who hold an undergraduate degree and meet the didactic requirements approved by ACEND and the Academy of Nutrition and Dietetics. All interested candidates must participate in the computer matching process administered by D+D Digital. More information about the process may be found at www.dnddigital.com. The code for Simmons College for the mark/sense cards is 254.

Upon successfully passing the Commission on Dietetic Registration (CDR) registered dietitian exam, students may apply for licensure in the Commonwealth of Massachusetts.

Nine students are accepted to the dietetic internship through the national internship match process. The internship is a full-time position with a concentration in community nutrition, health promotion and wellness.

Mission

Simmons College Dietetic Internship Mission: is to graduate competent ethical entry level practitioners who build on evidence based research and standards of practice and standards of professional performance to provide nutritional care, health promotion and disease prevention that is culturally and economically sensitive. Our graduates will develop an appreciation for life-long learning to increase knowledge and enhance professional development.

Simmons College Dietetic Internship Program Goals

Since the profession of dietetics is built on a conceptual framework that is constantly changing as a result of the discovery of new operational principles, evidenced based research, and standards of practice, the dietetic internship's goals are:

Simmons College Program Goal #1

Prepare dietetic professionals for a career using their intellectual and clinical skills to function within a community nutrition health promotion and wellness setting, acute care setting, and food service management setting as an entry level practitioner.

Program Goal #1 Outcome Measures

- Over a five year period, 70% or more of DI graduates who seek employment in dietetics will be employed within three months of completing internship.
- 80% of employers will rate graduates as strong or superior in nutritional knowledge and professional skills compared with other entry level practitioners.
- 100% of interns enrolled in the DI program will complete the program requirements within 50 weeks, or, 150% of the time planned for completion.

Simmons College Program Goal #2

Prepare entry-level dietitians to participate in continuous learning and professional development activities.

Program Goal #2 Outcome Measures

- Over a five-year period, the pass rate for DI graduates taking the registration examination for the first time will be at least 80%.
- At least 80% of graduates seeking acceptance to graduate programs in place of employment will enroll within 5 months of program completion.
- At least 80% of graduates will indicate they participate in continuing education and professional development activities.

The following Department of Nutrition statements support the mission of the Simmons College Dietetic Internship Program:

- To cultivate skills in critical analysis.
- To foster a creative and effective approach to problem solving.
- To provide an opportunity for the direct application of didactic material to a variety of real-world settings at the local, state, and federal levels.
- To impart a strong scientific base for the study and application of the discipline of nutrition.
- To develop a thorough understanding of the nature and composition of foods, the technology of food production and preservation, and the factors relating to the maintenance of a nutritious and safe food supply.
- To provide food service management skills which involve the integration of financial, human, physical, and material resources and services.
- To foster a learning environment which encourages and contributes to an understanding of the psychological, social, cultural, and economic factors that influence food consumption in various populations and encourages an appreciation of cultural diversity.
- To equip students with the skills which will enable an objective and competent interpretation of the scientific literature in order to better understand the relationship of nutrition to health and disease, and the essentiality of adequate nutrition in human development and throughout the various stages of the life cycle.
- To provide students with clinical and community-related experiences that will make them strong leaders and potential entrepreneurs in the field of dietetics.
- To expose students to a variety of nutrition-related experiences in settings such as community and public health, long-term care, acute/clinical care, and with private-practice dietitians.
- To encourage students to recognize the importance of continuous learning for enrichment of their personal and professional lives.
- To assist students in successfully completing their internship experience so that they are prepared for the **Registration Examination for Dietitians** and are able to function as entry-level practitioners in clinical, food service, and community dietetic roles.

The Program Curriculum

The curriculum is designed to create an environment where students develop the intellectual and clinical skills of an entry-level community nutrition practitioner. All students are required to complete the core competencies and program defined competencies that have been established by ACEND and the Academy of Nutrition and Dietetics. These competencies will be met in seven different rotations over a 33-week period starting in September and ending in May.

In addition to meeting the program defined competencies, two separate didactic components have been incorporated into the internship curriculum, including a weekly graduate-level nutrition course spanning September through December. This course, titled Nutrition Program, Planning, Implementation and Evaluation, will help students meet several of their competencies.

The second didactic component of the curriculum involves weekly or biweekly seminars and joint dietetic intern classes that extend throughout the internship experience. All Simmons College dietetic interns participate in joint dietetic internship classes with the internship programs at Brigham and Women's Hospital, Massachusetts General Hospital, Beth Israel-Deaconess Medical Center, Mount Auburn Hospital, and Tufts University Frances Stern Nutrition Program, and Boston University. Each month, one of the internship programs sponsors a full-day lecture series on topics related to nutrition such as legislation, nutrition and aging, pediatric nutrition, nutrition support, alternative medicine, eating disorders, nutrition and fitness, and entrepreneurial nutrition.

The curriculum will enable students to obtain the skills and knowledge necessary to:

- assess, plan, develop, implement and evaluate community-based nutrition programs.
- provide nutritional counseling and education to a wide variety of clients in terms of age, culture, and religion.
- screen, assess, and provide accurate medical nutritional therapy recommendations for individuals, groups, and populations.
- demonstrate competence in food service management, including management of safety and sanitation issues, facility management, food production, and recipe and menu development.
- implement proper medical nutritional therapy interventions for individuals requiring enteral and parenteral nutrition.
- take the registration exam for registered dietitians.

Program of Study

The Simmons dietetic internship is a 33 week, full-time (40 hours/week) program which begins in September. Supervised, hands-on experiences at assigned rotations will provide students with the opportunities to achieve the performance requirements set forth by the ACEND and the Academy of Nutrition and Dietetics for an entry-level dietitian. The rotations are:

1. Community health center
2. Department of Public Health

3. State government-based nutrition initiative program
4. Food service
5. Clinical/acute care
6. Counseling and education experiences with private-practice dietitians, fitness centers with a strong nutrition program or other nutrition-oriented organizations
7. Research and Professional Practice Experience

Twelve graduate credits are earned upon successful completion of the program. Hence, tuition is charged on the basis of twelve semester credit hours. The program awards nine credits for the fieldwork component and three credits for the didactic graduate course. Simmons will accept the three credits for didactic course work into the M.S. program if the student has applied and been accepted to the Simmons M.S. in Nutrition and Health Promotion program.

The seven-rotation design and the curriculum of the Simmons College dietetic internship program have been evaluated and are accredited by the ACEND and the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Chicago, IL 60606 312-899-0040 ext. 5400.

Rotation Requirements

The Internship experience begins with a two day orientation program which occurs in September. Orientation is held in Boston, Massachusetts on the Simmons College campus. All interns accepted to the program are required to attend this orientation program. All students are responsible for transportation, housing, and meals during orientation. The purpose of orientation is to help students make the transition between didactic education and the professional practice environment, and to orient new students to the program requirements, expectations, and resources available at Simmons College.

<u>Requirement</u>	<u>Time</u>
Orientation (September)	2-3 days
Acute care	10 weeks
Foodservice	6 weeks
Public health	4 weeks
Community health center	4 weeks
State government-based nutrition initiative program	4 weeks
Private practice nutrition education and counseling	4 weeks
Research and professional practice experience	1 week
TOTAL	33 weeks

Competency Requirements and Evaluations

Students accepted to the Simmons College Dietetic Internship Program are required to meet the competencies created by the ACEND and the Academy of Nutrition and Dietetics and program defined competencies. To ensure students meet the intended competencies, a

separate evaluation has been created for each of the seven rotations. Each evaluation form contains the competencies that apply to the particular rotation.

Only the competencies with five stars (*****) must be met at the given rotations since they cannot be met easily at the other rotations. Otherwise, the competencies can be met in any and all of the rotations. Individual competencies are often met several times during the course of the internship; interns should meet a competency in all assigned rotations in which they can complete appropriate activities.

Formal evaluations by the student's primary preceptor are required at the middle and end of each rotation. Midway evaluations ensure that the student and preceptor agree with the student's performance and acquisition of the competencies prior to the intern's final evaluation.

Students are also required to evaluate each facility they attended during their 33-week internship experience. These evaluations provide valuable information for the Simmons College internship director and coordinator, the student and the preceptor. The information from these evaluations is used to make program modifications, if necessary. A final exit interview with the Dietetic Internship Program Director and Coordinator will be conducted to solicit feedback from the dietetic interns after they have participated in their 33-week experience.

Program Completion Requirements

- Completion of seven required rotations including related projects and assignments and make-up of any days missed or sick days.
- Completion of all core competencies and program community emphasis competencies required by ACEND and the Academy of Nutrition and Dietetics.
- A 'B' or better in the required graduate level course *Nutrition 452: Nutrition Program Planning, Implementation, and Evaluation*.
- Attendance at all scheduled Monday afternoon internship meetings at Simmons College. Interns may be excused from a scheduled class if they are able to provide a valid reason such as need to attend a required orientation for a field site, medical emergency, jury duty, etc. Permission to miss class should be obtained prior to the class if possible. Interns are responsible for any missed material and should take steps to obtain information from a classmate.
- Completion of a formal evaluation by the student's primary preceptor at each rotation.
- Completion of a formal evaluation by the student of each rotation.
- Completion of various worksheets provided in the Student Handbook for each rotation, and submission to the Program Director by the end of each rotation.
- Participation in and evaluation of each of the joint dietetic internship class days. Interns may be excused from a scheduled class if they are able to provide a valid reason such as need to attend a required orientation for a field site, medical emergency, jury duty, etc. Permission to miss class should be obtained prior to the class if possible. Interns are responsible for any missed material and should take steps to obtain information from a classmate.
- Collection and submission of projects completed during each rotation, and submission to the Program Director at the end of each rotation.
- Participation in exit interviews at the completion of the 33 week internship experience. Complete a sample RD exam administered after participation in the RD exam review sessions required during the first week of the internship program.

Note: A student may be asked to stay beyond the 33 weeks if, in the opinion of the program director, the student has not reached entry-level competence. Scheduled *supervised practice experiences must be completed within a two-year period*. This two year period begins when the students start their supervised practice experiences. If it is determined that a student needs to take a leave of absence, they must complete appropriate paperwork required by the School of Nursing and Health Sciences and submit it to the Chair of the Nutrition Department and the Dean of SNHS. Factors that will be considered in determining if a student's experience must be lengthened include the following:

- Recommendations from a preceptor(s) involved in the student's experience.
- Recommendations from the program coordinator or program director.
- Student concerns about not being adequately prepared for an entry-level position in the field of dietetics.
- Incomplete or unsatisfactory student evaluations indicating sub-optimal entry level competence.
- Inability of a facility or internship site to provide an adequate experience due to unforeseen circumstances.
- Personal circumstances that interfere and delay the completion of the internship experience in the allotted 33-week period.

Preceptor Responsibilities

All preceptors for the Simmons College Dietetic Interns must agree to meet the following responsibilities when they are supervising a student. The program will confirm that all affiliated preceptors and facilities are aware of these responsibilities prior to the students' first day at a new rotation.

The preceptor must:

- Review all informational materials provided by Simmons College.
- Have adequate time to supervise, mentor, and evaluate an intern.
- Ensure that an intern will be able to accomplish all the learning experiences outlined in the rotation materials.
- Schedule learning experiences with the intern upon arrival to a new rotation.
- Provide feedback to the intern regarding observed strengths and weaknesses on a regular basis.
- Conduct performance evaluations of the intern and act as the primary contact in the facility and communicate with the dietetic internship director and coordinator.
- Agree to fulfill the curriculum and abide by the policies and procedures of the Simmons College Dietetic Internship Program.
- Provide a resume or curriculum vitae to be placed on file at Simmons College.
- Have an affiliation agreement drafted by Simmons College and signed prior to the students' entry into the facility.
- Have a computer with internet access.

Simmons College Dietetic Internship Director and Coordinator Responsibilities

The faculty at Simmons College will:

- Provide curriculum and evaluation materials, and issue an affiliation between Simmons College and the specified facility.
- Contact the preceptor and intern periodically to discuss rotation experiences.
- Participate in the joint dietetic internship days where appropriate.
- Interview enrolled dietetic interns at the end of their experience to assess whether program modifications are necessary. Preceptors will also be contacted at the end of their experience with the Simmons College Dietetic Interns to discuss their experience and to elicit suggestions for program modifications.
- Be available for consultation and troubleshooting for issues such as student-preceptor conflicts, communication and scheduling problems, discipline problems, and any other issues that may arise during the various rotations.
- Conduct the weekly/biweekly seminars.

Expected Program Outcomes

Graduates of the Dietetic Internship at Simmons College are expected to be able to function as entry-level practitioners in clinical, food service, and community dietetic roles. Each is expected to operate independently with high levels of professionalism and integrity. Each is expected to be properly prepared to take the registration examination for dietitians.

Program Scholarships

The Academy of Nutrition and Dietetics (www.eatright.org) and the Massachusetts Dietetic Association (www.massnutrition.org) award scholarships to outstanding students. Inquiries regarding these scholarships should be directed to these organizations. In addition, students enrolled at least halftime may be eligible for financial aid (low interest loans) and loan deferment for undergraduate or graduate loans. Please contact the Office of Student Financial Assistance at 617-521-2001 at Simmons College for more information.

The following is a list of rotations:

Acute Care Rotation (10 weeks)

Students will be placed in a hospital setting, preferably a community teaching hospital. The hospital should offer a variety of services to ensure a well-rounded and varied experience. Students are expected to gain experience in nutrition screening, charting, developing nutrition care plans, enteral and parenteral nutrition, and interacting with patients and health care professionals. They should aim to start their experience proceeds. In addition to a strong inpatient component, most affiliating agencies offer a wide variety of outpatient preventative health and educational programs on topics such as weight management, healthy heart, bone health, women's health, pregnancy, lactation and childcare and alternative medicine.

Preceptor:

The preceptor must be a registered dietitian. The preceptor must be available to the student during the time that he/she is at the facility. In other words, there must be at least one full time dietitian available to the student at all times. It is also valuable if the facility has diet technicians so that the student can supervise their work.

Food Service Rotation (6 weeks)

Students are assigned to a community-based food service location to complete their food service requirements. The location may be a school food service, community hospital, long term care food service, or any other community-based organization that will provide an appropriate experience. Students will learn how a food service operation functions and will begin to develop managerial skills through observation and practice. Students will also become familiar with nutritional procedures and forms that are required by the state and federal mandates in various facilities

Students may be placed in a long term care facility if they indicate that they would like to gain experience in the sector. Placement in a long term care facility is beneficial since a large segment of the population is aging and the demand for dietetic professionals in long term care is expected to rise dramatically. Ideally, students will be able to complete their food service requirements and gain considerable experience with a consulting dietitian. The benefit of obtaining these two experiences at one site is that the student can acquire a strong working knowledge of how food service systems and medical nutrition therapy are coordinated to ensure provision of quality dietary care.

Students may also be placed in a K-12 school food service program or at a public or private school, college or university. Here students will learn about feeding larger groups of people in a specialized setting, and in the primary school setting will be exposed to school feeding programs such as the school breakfast and lunch programs. In these settings, students will perform virtually all food service tasks, provide education and counseling to students and employees, and assist in any healthy initiatives within the school.

Food Service Preceptor:

The preceptor must be a registered dietitian, food service director and/or food service supervisor.

Public Health Rotation (4 weeks)

Students will spend time at the local department of public health or the regional office of the USDA so that they can observe and participate in policy development, education and training, program development and implementation, the legislative process, and research and epidemiology as it relates to nutrition and physical activity. The programs should emphasize development of strategies and programs for health promotion and disease prevention for children, adolescents, adults, elderly and families.

Some of the nutrition-specific programs administered by the local department of public health could include maternal and child health education, healthy start, W.I.C., diabetes control, food stamp outreach, growth and nutrition, women's health, fitness and physical activity promotion, and osteoporosis prevention.

Preceptor:

It is preferred that the main preceptor for this rotation is a registered dietitian or licensed nutritionist (LDN). However, it is expected that students will spend time with other health care professionals during this rotation.

Community Health Center Rotation (4 weeks)

Interns rotate at a Boston area community health center which will provide a multi-ethnic supervised practice experience. The assigned community health center will generally be a non-profit, community-based organization that provides primary and preventive health care services to their communities, particularly the vulnerable and underserved populations. Students will gain proficiency in providing nutrition counseling and education in an outpatient or community setting, with both individuals and groups, and become active participants in public health initiatives such as W.I.C. (Women, Infants and Children), Maternal and Child Health (MCH), and special programs that assist elders in leading independent lives. During this rotation, students can also work with community hunger agencies such as soup kitchens, food pantries and food banks, to name a few.

Preceptor:

It is preferred that the main preceptor for this rotation is a registered dietitian or licensed nutritionist. The preceptor may also be a WIC supervisor or social service director in charge of public health initiatives for the health center. However, it is expected that students will spend time with multiple health care professionals during this rotation.

State Government-based Nutrition Initiative Program Rotation (4 weeks)

Students are assigned to a 4-week experience in which they will observe and participate in various activities involved with a federal and/or state funded nutrition-related program. Examples of appropriate programs include food banks or kitchens, congregate meal programs, home-delivered meal programs, AIDS clinics, and other nutrition-based programs for the homeless, pregnant women and their families, and the elderly. Statewide or local programs focusing on childhood and adult obesity are another possibility, or an elderly nutrition program supported by the federal and state funds. Students are placed in a site where they will be involved in observing and participating in the implementation of key nutrition services and policies including provision of nourishing meals to all individuals across the lifespan, nutrition screening, assessment, education, and counseling to ensure that individuals achieve and maintain optimal nutritional status.

Preceptor:

It is preferred that the main preceptor for this rotation is a registered dietitian or licensed nutritionist. The preceptor may also be a social service director in charge of public health initiatives for the agency. However, it is expected that students will spend time with multiple health care and social service professionals during this rotation.

Nutrition Counseling and Education Rotation (4 weeks)

Students are assigned to a four week experience in which they will observe and participate in client and patient nutrition education and counseling. Students can spend their time with a private practice dietitian, a fitness or wellness facility with a nutrition component run by a registered dietitian, a corporate wellness program, a medical practice, dialysis center, eating disorder program, diabetes management program or any other site that focuses on preventative medicine, disease management, and overall health and wellness. Activities in this rotation include developing and presenting educational seminars, participating in community education programs, developing educational tools, and writing nutrition and exercise-related articles for the lay public.

Preceptor:

It is preferred that the main preceptor for this rotation is a registered dietitian. However, it is expected that students will spend time with other health care professionals during this rotation.

Research and Professional Practice Experience (1 week)

This one week rotation occurs at the end of the internship. The rotation allows the student to complete an ongoing research project and visit a site for opportunities that were not available during the time of an assigned rotation.

Research and Professional Practice Preceptor:

The dietetic internship director/coordinator precepts students working on a research project. A registered dietitian or food service manager may also fulfill the role of preceptor depending on the learning activity of the student.

The Simmons College dietetic internship program is accredited by the Accreditation Council for Education in Nutrition and Dietetics and the Academy of Nutrition and Dietetics. The Council's address is:

Accreditation Council for Education in Nutrition and Dietetics
The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606
312-899-4876

Required Courses for the Dietetic Internship

NUTR 451A & NUTR 451B

Dietetic Internship

(The weekly/biweekly seminar is included as part of NUTR 451 as is the all-day joint internship class.)

NUTR 452

Nutrition Practice: Program Planning, Implementation, and Evaluation

Five Year BS/MS Nutrition and Health Promotion Requirements

This program allows students interested in nutrition to obtain a BS in nutrition and a MS in nutrition and health promotion in an accelerated five-year program. Working with her advisor, a BS/MS student will take two graduate courses in her senior year of her undergraduate program of study. The advised courses are usually SNHS 410 Research Methods and SNHS 450 The Health Care System: Interdisciplinary Perspectives are taken during the fall and spring of her senior year. Consequently the student takes two fewer courses as a graduate student, thus saving cost and time.

The following are the three five year BS/MS programs:

- BS (biology or public health)/MS Nutrition and Health Promotion.
- BS (exercise science)/MS Nutrition and Health Promotion
- BS (nutrition and dietetics)/MS Nutrition and Health Promotion

Admission Requirements:

The applicant must:

- Be earning a BS degree (in one of the formerly listed programs), and be in their junior year of their BS program.
 - Have maintained satisfactory academic progress in their coursework and attained a final minimum GPA of 3.3 at the time of their application (GPA usually through their fall semester of their junior year).
 - Show strong evidence of communication skills and motivation.
 - Obtain written approval by the Nutrition Department that she is eligible to apply to this program and forward this approval to the Office of Admission of SNHS.
 - Submit a specific electronic nutrition graduate application provided by the Office of Admission of the School of Nursing and Health Sciences in the junior year (please note that the application requirements are specific and different for other nutrition program options). This application is not located on the public SNHS website.
- Applicants must apply for admission to the semester that they will be considered a fully classified graduate student. Do not select a semester in which you are still enrolled in the BS program as this will negatively impact your undergraduate financial aid status. You cannot be classified as an undergraduate and graduate student simultaneously for the purposes of financial aid.**

- Include two favorable letters of recommendation from Simmons College faculty members; at least one must be from a full time faculty member in the department of their major.

Admitted students-Requirements to continue in the graduate program

In order for an accepted student to continue in the program after her senior year (UG), she/ must meet the following academic standards her senior year.

The student must:

- Have maintained satisfactory academic progress in coursework through the spring semester of her senior year and attained a final undergraduate minimum GPA of 3.0 upon graduation (including spring semester grades).
- Have met the MS in Nutrition and Health Promotion requirement of attaining a minimum of a B in each of the graduate courses taken as part of the program during her senior year.

Nutrition Graduate Course Descriptions

SNHS 410

Research Methods

This course focuses on preparing students to critically analyze research literature. Emphasis is placed on critically reading and interpreting published research in terms of applicability to the practice of health care professionals. Taught using small groups, discussions and lectures, this course provides a foundation for subsequent participation in research.

(3 credits)

SNHS 415

Sports Psychology

This course addresses counseling for athletes and teams including performance enhancement, motivation, stress management, and career transitions. Students build on their skills as behavior change educators. They develop an additional understanding of appropriate educational and behavioral change theory and strategies as related to sports psychology. The course is taught online. (3 credits)

SNHS 450

The Health Care System: Interdisciplinary Perspectives

This course provides a comprehensive overview of the structure, function, and financing of the United States health care system. It focuses on the critical issues facing the United States with emphasis on the relationships among providers, payers, and patients. The course is designed to foster an appreciation for the myriad interdependent actors within the health care system and for the widespread consequences of decisions in the clinical, policy, and management arenas. The behavior of key actors within the system (for example, providers, private and government payers and patients) is examined in the context of current economic, political and ethical developments. Students are encouraged to analyze the system critically and to consider ways in which it might be restructured to improve its efficiency, effectiveness and equity. The course is required for all matriculated graduate students within the School of Nursing and Health Sciences.

(3 credits)

SNHS 570

Health Promotion: A Global Perspective

This interdisciplinary course explores health issues from a societal perspective. An epidemiological model is used to identify health issues from local, community, national, and global perspectives. Healthy People 2010 is used to analyze data on current health issues. Leininger's transcultural model and Pender's model of health promotion focus the discussions. Health promotion of diverse populations is emphasized. Students conduct a needs assessment of a particular population group which allows for the integration of health promotion issues as they are affected by social, political, economic, ethical, and cultural policies. (2 credits)

NUTR 450

Independent Study

The student selects a problem for in-depth analysis and study. Prerequisite: graduate nutrition standing and consent. (1-3 credits)

NUTR 451A & B

Dietetic Internship

The Graduate Nutrition Program maintains special arrangements with Greater Boston health care agencies where staff dietitians and/ or food and nutrition professors supervise students in a variety of settings. Students spend approximately forty hours a week in the field for thirty weeks. Prerequisite: enrollment in Dietetic Internship Program. (9 credits – 451A 3 credits fall; 451B, 6 credits spring)

NUTR 452

Nutrition Practice: Program Planning, Implementation, and Evaluation

This course focuses on individual and community assessment, program planning, implementation, and evaluation. Setting program goals that produce outcomes which improve health and support wellness are emphasized. Barriers to change are explored. Program evaluation to determine effectiveness, quality control, and costs is stressed. Students plan and evaluate a program for a specified population. Prerequisite: graduate nutrition standing or consent. (3 credits)

NUTR 453

Advanced Topics in Preventive Nutrition (Prerequisite: NUTR 390, SNHS 410, or equivalent)

This course surveys nutritional recommendations throughout the life cycle that pertain to disease prevention and health promotion. Special emphasis is given to the latest research findings in risk factors for chronic diseases. Students are encouraged to interpret research findings and develop strategies to promote healthy lifestyles. Prerequisite: graduate nutrition standing or consent of instructor is required. (3 credits)

NUTR 455

Nutrition, Fitness, and Wellness

This course develops the students' understanding of how food fuels the body and affects athletic performance. The principles of nutrition are discussed to provide the student with an understanding of how optimal fitness is achieved. Students design a nutrition/fitness program as a course requirement. The course is offered only online. Prerequisite: graduate nutrition standing or consent of instructor is required. (3 credits)

NUTR 460

Nutritional Epidemiology

This course includes a study of the basic principles of epidemiology and nutritional epidemiology. The goal is to enable students to understand the strengths and weaknesses of research designs used for epidemiological studies, to analyze and interpret nutritional epidemiological data, and to make research based nutrition recommendations for health promotion and disease prevention. The course is taught in a lecture/seminar format. Prerequisite: Statistics; NUTR 410 (Research Methods), graduate nutrition standing and consent of instructor are required. (3 credits)

NUTR 461

Exercise Assessment and Prescription

This course prepares the allied health student for basic health risk appraisal, exercise testing, analysis, and design of exercise programs for healthy individuals. Students also learn special exercise considerations for children, the elderly, and pregnant women, as well as those living with cardiopulmonary or metabolic disease.

The course is offered only online, and uses home labs, case study, and group discussion as learning tools. Students must show proof of CPR certification by the end of the course. Prerequisite: graduate nutrition standing or consent of the instructor (3 credits).

NUTR 462

Consulting Practice

This course introduces the student to the essential competencies necessary to establish a nutrition practice in fitness and wellness. Current nutrition practice delivery systems are investigated, as are reimbursement and legal issues, and market-driven service. Students develop a business plan for a targeted market. The course is offered only online. Prerequisite: graduate nutrition standing or consent of instructor is required. (3 credits)

NUTR 480

Nutrition Fieldwork

This elective course offers students the opportunity to participate in an individualized nutrition field experience. Prerequisite: graduate nutrition standing or consent of instructor is required. (3 credits)

NUTR 489

Nutrition Proposal Development

NUTR 489 provides the framework for the research project including: problem statement, literature review, questionnaire development, study design, and data analysis. A research proposal will be completed by the student in preparation for implementation in NUTR 490. The student will also submit a proposal to the Simmons College Institutional Review Board for approval of the research. This course prepares students for NUTR 490 and must be taken prior to NUTR 490. Prerequisite: SNHS 410, NUTR 452, NUTR 455, NUTR 460 and consent of instructor. (1 credit)

NUTR 490

Nutrition Research Project

Students implement, and write in publishable format a research project related to nutrition and health promotion. Students are guided individually by a faculty member who will be their advisor for the research project. Students formally present their research to faculty and student colleagues. Prerequisites: SNHS 410, NUTR 452, NUTR 455, NUTR 460 or concurrent and NUTR 489; graduate nutrition standing. (4 credits)

Academic Program Information

Academic Advising

Academic advising is the student's best source of information about academic programs, majors, procedures and sequence of taking courses at Simmons College. Academic advisors also provide guidance on gaining work experience in the nutrition profession and on applying to Dietetic Internship Programs. Each student in the nutrition department is assigned an advisor at the beginning of her/his academic program. Faculty members and students should review requirements and suggested sequence and then meet to discuss course selection and workload. The student may meet with her/his advisor at any pre-arranged time. **Students should meet with their advisors at least once a semester prior to registration. It is the student's responsibility to set meetings with her/his advisor.**

Degree/Certificate Requirements:

Requirements for Certificate in Sports Nutrition (C.S.N)

The Certificate in Sports Nutrition is awarded to students who have satisfactorily completed the Program (12 credit hours) attaining a B (3.0) average in all courses.

Requirements for Dietetic Internship Certificate

The verification statement of completion of the dietetic internship is awarded to students upon successful completion of the program with a cumulative grade point average of at least 3.0. Students are expected to take the national registration exam.

Requirements for the D.P.D. Certificate

This certificate is awarded to students upon successful completion of the required A.D.A. didactic courses necessary to apply for a dietetic internship with a cumulative grade point average of at least 2.0. Students are expected to apply for a national dietetic internship.

Requirements for the Degree of Master of Science in Nutrition and Health Promotion

The M.S. is awarded to students who have satisfactorily completed the program (31 credit hours) with a cumulative grade point average of at least 3.0 and a grade of B or higher in all nutrition courses as well as in SNHS Research Methods.

College Registration

Contact the Nutrition Department directly about course registration for newly-accepted and enrolled students. If you have not completed undergraduate required courses, for the M.S. or C.S.N. which must be in progress, near completion or complete at the time of application, you may register through the Dorothea Dix Scholar's Program (undergraduate adult continuing education department) as a non-degree (special) student since most required courses are considered undergraduate courses. You would need to complete their non-degree student application. If you have any questions regarding this process, the Dix Office can be reached at 617.521.2500 and dix@simmons.edu.

Orientation

A mandatory orientation for new students is held at the beginning of the September semester. Students are notified during June or July about the date and time of this orientation program. Since important information about the School of Nursing and Health Sciences, the program, and the College is provided at that time, it is expected that all new students will attend.

Student Handbook

A SNHS Student Handbook, can be found on the Nutrition section of the undergraduate and graduate websites; includes details about student rights and responsibilities, SNHS academic regulations, tuition and fees, financial aid for graduate students, college facilities, student services, and other useful general information. A nutrition student guide is available on the Nutrition Department website.

Student Records

Simmons College, in accordance with the Educational Privacy Act of 1974 (the Buckley Amendment), provides for the privacy and accessibility of certain student records. Students are permitted to review and inspect their own Simmons academic records and to challenge specific parts of them thought to be inaccurate. Review of academic records must be done under the supervision of the Department Chair and by a request in advance of the review.

Nutrition Faculty

Lisa S. Brown, Ph.D., R.D.
Assistant Professor of Nutrition
B.A. Clark University
M.S. Simmons College
Ph.D. Boston University, School of Medicine

Dr. Brown's research has looked at dietary patterns and premature cardiovascular disease in women enrolled in the Framingham Heart Study. She specializes in community nutrition and has held professional positions in dietetics including Senior Nutritionist of a local WIC Program, consultant dietitian in long term care facilities, and clinical dietitian for a small community hospital. Dr. Brown continues to counsel clients in a small private practice on a variety of nutrition related issues at the Metro West YMCA in Framingham, Massachusetts.

Sari Edelstein, Ph.D., R.D.
Associate Professor of Nutrition
B.S. Florida State University
M.S. Florida International University
Ph.D. University of Florida

Dr. Edelstein's doctorate dissertation research included ethics education in dietetic preparatory programs. She has previously worked in private practice and has served as a hospital Food Service Director and Chief Dietitian. Additionally, Dr. Edelstein is a past president of the Miami Dietetic Association and has served in several other leadership positions in Florida. She has also written some recent articles on private practice reimbursement. She recently published the books *Nutrition in Public Health* and *A Nurse's Pocket Guide to Nutrition* and *Nutrition in the Lifecycle*.

Teresa T. Fung, Sc.D., R.D., LD/N
Professor of Nutrition
B.S. and M.S., Cornell University
Dietetic Internship, Yale-New Haven Hospital
Sc.D. Harvard University School of Public Health

Dr. Fung's research interests are in the fields of nutritional epidemiology, especially the link between dietary patterns and quality, and chronic disease development. She collaborates with investigators at the Harvard School of Public Health to use data in the Nurses' Health Study and Health Professionals Follow-up Study for her research. Dr. Fung was a clinical dietitian at Yale-New Haven Hospital in many specialties for a number of years. At Simmons, she teaches nutrient metabolism, medical nutrition therapy, and preventive nutrition. She is an Associate Editor for the *Journal of Nutrition* and a member of a Technical Expert Committee on dietary patterns and health outcomes at the United States Department of Agriculture.

Nancie Harvey Herbold, Ed.D., R.D., LD/N
Department Chair and Ruby Winslow Linn Professor of Nutrition
Associate Dean for Research and Innovation for the School of Nursing and Health Science
Dietetic Internship Director
B.S. University of Rhode Island
M.S. and Ed.D. Boston University

Dr. Herbold recently published "Sports Nutrition Education: Key for Success for Post-Bariatric Athletes." ACSM's Health and Fitness Journal (2013) and "Endurance Athletes and Type 1 Diabetes" Diabetes Educator. (2011). She is also a co-investigator of *The Holistic Athlete; a Cross-Disciplinary Collaboration between Sports Nutrition, Sports Psychology, and Physical Performance Preparation*. Funded by the President's Fund for Faculty Excellence. Other research interests include complementary therapies and weight management issues. Dr. Herbold has worked as a consultant for corporate wellness programs, home health agencies, and individuals wanting to improve their nutritional well-being. She is a past-president of the Massachusetts Dietetic Association and a former two term delegate to the Academy of Nutrition and Dietetics. Dr. Herbold also completed a fellowship in adolescent nutrition at Children's Hospital, Boston. She is a member of the state's Nutrition Board. Dr. Herbold has brought Simmons students to Italy, in the summer, to study the Mediterranean diet. Dr. Herbold is also the Co-Director for the Simmons College Center for Hygiene and Health in Home and Community, and traveled to Peru to the Institute de Invetigacion Nutrition al to explore with colleagues joint interests in improving food safety for newly weaned infants.

Elizabeth Metallinos-Katsaras, Ph.D., R.D.
Professor of Nutrition
B.S., M.S., Ph.D., University of California, Davis

Dr. Metallinos-Katsaras's graduate work focused on the study of the effects of under nutrition on behavior and growth in children. In her doctoral work, she studied the effects of iron deficiency anemia on cognitive development and growth in preschool aged children. Her research interests have continued to be in the area of maternal and child health, with an emphasis on public health nutrition issues, nutrition surveillance, specifically in relation to the causes and consequences of household food insecurity. She has collaborated with the Massachusetts Department of Public Health and the Centers for Disease to assess the degree of food insecurity among nutritionally at risk families. She is currently a recipient of a United States Department of Agriculture grant to examine food insecurity's relationship to child health related outcomes, such as breastfeeding, birth outcome, and child overweight. Recently, she was awarded the 2010 SNHS's Scholarly Excellence Award for her research.

Admission

For more information about admission, please see this section on the graduate web site at <http://www.simmons.edu/snhs/programs/nutrition/index.php>

Please click the "Apply" tab for the specific nutrition program you are interested in to find the electronic application.

Please note complete applications must be received by the stated deadlines; dates are not the post mark date (with the exception of D.I. applications which follow AND deadlines), rather, the date when all materials need to be received in the SNHS Office of Admission.

No application can be acted upon unless all materials are received. There is no guarantee that late applications will be considered; late applicants are not eligible for consideration of graduate assistantships.

Admission Options for M.S. Program

- Simmons undergraduate students with an overall GPA of 3.3 or higher may apply for the Master's program in the spring of their junior year (deadline: February 15) by contacting the Office of Admission at the School of Nursing and Health Sciences for the special electronic application. Eligible students should NOT use the graduate nutrition application available for external candidates on the SNHS web site. Written approval by the Nutrition Department is required to apply.
- Undergraduate degree candidates at other academic institutions may apply during their final year of study for fall (September), spring (January), or summer (May) start terms (see application deadlines).
- Applicants who already possess an undergraduate degree may apply for fall (September), spring (January), or summer (May) start terms (see application deadlines)

Admission Requirements for M.S. Program

- Applicants must hold an undergraduate degree from a regionally accredited U.S. college or university or an overseas institution of higher learning recognized by the Ministry of Education in the home country.
- The following prerequisite courses, which must have been taken within ten years prior to the application deadline, at other U.S. regionally accredited colleges or universities or a higher education institution abroad which is recognized by the Ministry of Education, are required before applying to or in progress at the time of application to the M.S. **only** program :

Inorganic Chemistry with a lab (at Simmons, CHEM 111 or CHEM 113)

Organic Chemistry with a lab (at Simmons, CHEM 112 or CHEM 114)

Anatomy and Physiology I and II with labs (at Simmons, BIOL 231 and BIOL 232)

Introduction to Nutrition* (at Simmons, NUTR 112)

Introduction to Community Nutrition (at Simmons, NUTR 237)

Biochemistry (at Simmons, CHEM 223)

Introductory Statistics at (Simmons, MATH 118)

*Fundamentals of Nutrition (at Simmons, NUTR 111) will also meet this requirement.

An overall GPA of 3.0 or better is required in the prerequisite courses. All science courses, with the exception of Biochemistry must include labs and must have been completed within ten years prior to the application deadline. These prerequisite courses must be graded and may not be completed on a pass/fail basis or audited. (at least nine credit hours). CLEP, IB, or AP (Advanced Placement) scores are not accepted for such required courses.

There are two ways to complete the prerequisites:

- complete courses at a regionally accredited U.S. college or university elsewhere and then apply;
- take classes at Simmons by applying to the DIX Program via the Office of Undergraduate Admission.

Application Procedure for M.S. Program

Applicants are responsible for submitting all paper and electronic materials (including official TOEFL scores from ETS, if required) by the specified application deadline to the School of Nursing and Health Sciences. Make certain that transcripts are addressed to the Office of Admission at the School of Nursing and Health Sciences since there are six admission offices at Simmons College. All documents submitted become the property of Simmons College and cannot be returned to the applicant.

The application must include:

1. A completed electronic application, including all required supporting paper materials and the Certification of Finances Form (for non-US citizens only).
2. A non-refundable \$50 application fee (unless an appropriate application fee waiver code is included).
3. Official academic transcripts from all undergraduate and graduate academic institutions attended whether or not a degree was awarded, and whenever courses were completed or if courses are not specific to the program for which you are applying or whether courses appear on another transcript. Also, U.S. students who have studied abroad must submit an official transcript for all coursework from the sponsoring institution or agency. That is, if a separate transcript exists for study abroad, it must be submitted.
Applicants who are completing an undergraduate degree in the year of application must submit grades from the most recently completed academic term; if official transcripts are not available, applicants may submit a copy of their grade report in the interim but an official transcript is required to finalize the application process
4. Applicants who have studied abroad and/or earned a degree abroad must submit academic documents in the native language as well as official English translations (not by the applicant, family members or a friend). Additionally, academic records may need to be evaluated by an agency as specified by the School of Health Sciences. Also, U.S. students who have studied abroad must submit an official transcript for all coursework from the sponsoring institution or agency. Academic records should include mark sheets for each year of enrollment, not just final exam marks or a copy of the degree.
5. Three letters of recommendation (in sealed, signed envelopes) from individuals able to comment on the student's academic ability, work experience, and leadership potential. **At least two letters must be from a faculty member (if the applicant has recently graduated) or another from a current employer. Carefully review the electronic nutrition application for specific details about the recommendation process.**

In addition, the following should be sent directly to the School of Nursing and Health Sciences by the Education testing Service (ETS):

1. Applicants whose first language is not English must submit an official TOEFL score from the Educational Testing Service (ETS), taken within two years prior to the application deadline. The official score report must be sent directly by the Educational Testing Service (ETS) to SNHS. SNHS is unable to accept electronic scores.
2. The TOEFL requirement is based on native language, not citizenship status. No other English proficiency exam will be accepted. The TOEFL is waived for applicants who have graduated at the bachelor's or master's level from a regionally accredited U.S. institution or a post-secondary institution abroad that is recognized by the Ministry of Education in the host country in English-speaking countries **only**. Copies of student score reports are not acceptable. A minimum score of 570 (paper test), 230 (computer test), or 88 (internet test) is required. The SNHS code is 3761. Further information can be obtained by directly contacting: TOEFL, Educational Testing Service, P.O. Box 6151, Princeton, New Jersey 08541-6151. Telephone: 215-750-8050.

Application Deadline for M.S. Program

Carefully review application deadline dates for programs in the School of Nursing and Health Sciences. Deadline dates differ. The application deadline for the M.S. program and/ or C.S.N. programs for fall (September) entry is March 1 and for spring (January) entry, it is October 1. The application deadline for the M.S. and D.P.D. programs for summer (May) entry is March 1. Students cannot apply to the C.S.N. for summer entry. International students may apply **only for September entry**.

It is imperative that students who have or are studying abroad commence the application process at least six months prior to the application deadline date for the September term. Please allow ample time for the pace of international postal systems, obtaining visa documents, arrival in the U.S. and transitioning to a new environment. International students will not be allowed to enroll if they arrive after the official start of the term.

Admission Requirements for Certificate in Didactic Program in Dietetics (D.P.D.)

This credential provides the required courses that meet the competencies stipulated by the ACEND in order to meet the requirements to apply for a dietetic internship and subsequent take the Registered Dietitian (R.D.) exam. While the academic credential awarded upon completion of all required courses is a graduate certificate, the courses are undergraduate level courses and the graduate tuition rate is applied. This program is offered for summer (May), fall (September) or spring (January) entry only.

An applicant must hold an undergraduate degree from a regionally accredited U.S. post-secondary institution or university abroad which is recognized by the Ministry of Education in the home country. No prerequisite courses or GREs are required.

However, TOEFL is required for all non-native speakers of English who did not earn either a bachelor's or master's degree from a regionally accredited U.S. college or university or post-secondary institution abroad which is recognized by the Ministry of Education in the home country in English-speaking countries only.

This requirement is based on native language not citizenship. Official TOEFL scores from ETS are required. Copies of student score reports are not acceptable.

Application to and acceptance to this program is required; completing courses on a non-degree basis is not possible. A certain number of courses must be completed at Simmons. For specific information about this curriculum and the requirements, check on The Didactic Program in Dietetics page on the SNHS website.

Application Procedure for the Certificate in the Didactic Program in Dietetics (D.P.D)

Applicants are responsible for submitting all electronic and paper materials by the application deadline date (to the School of Nursing and Health Sciences). All documents submitted become the property of Simmons College and cannot be returned to the applicant. The application includes:

1. A completed electronic application all supporting paper documents and the Certification of Finances Form (for non-U.S. citizens only).
2. A non-refundable \$50 application fee unless an appropriate application fee waiver code is included.
3. Official academic transcripts from all undergraduate and graduate academic institutions attended whether or not a degree was awarded, and whenever courses were completed or if courses are not specific to the program for which you are applying or whether courses appear on another transcript.
Applicants who are completing an undergraduate degree in the year of application **must** submit copies of their grade reports from the most recently completed academic term, until official transcripts are available.
4. Applicants who have studied abroad must submit academic documents in the native language as well as official English translations (not by the applicant, family members or friends). Additionally, academic records may need to be evaluated by an agency as specified by the School of Nursing and Health Sciences.
5. Three letters of recommendation (each in sealed, signed envelopes) from individuals able to comment on the student's academic ability, work experience, and leadership potential. Two letters must be from faculty members (if the applicant has recently graduated) or a current employer. **See the nutrition application for specific details about this three-part recommendation process.** The Identification Form, the Rating Form and a written are required. Individual letters of recommendation must be written on preprinted letterhead stationery and include an original ink signature and sent directly to the Office of Admission for the School of Nursing and Health Sciences.

Application Deadline for Certificate in the Didactic program in Dietetics

Carefully review application deadline dates for programs in the School of Nursing and Health Sciences. Deadline dates differ. The Certificate in the Didactic Program in Dietetics deadline is:

March 1 for summer (May) and September entry and October 1 for January entry.

If you cannot or are unable to take classes for the semester to which you were admitted, it is **imperative that you request/obtain a deferral from the Office of Admission of the School of Nursing and Health Sciences.**

Admission Requirements for Certificate in Sports Nutrition (C.S.N.)

The student must hold an undergraduate degree from a regionally accredited U.S. college or university or an institution of higher education abroad which is recognized by the Ministry of Education in the home country. Undergraduate majors in the following areas are appropriate for this certificate: nutrition, exercise physiology, kinesiology, sports medicine, or related fields.

Required courses which must be **completed before or in progress at the time of application** include: introductory nutrition and human anatomy and physiology I and II (with labs) from a regionally accredited U.S. college or university. Students are selected on the basis of academic performance, letters of recommendation, and personal statements.

Please note that graduate credits from another institution cannot be transferred to the Certificate in Sports Nutrition program, nor can courses be completed on a non-degree basis. All courses must be completed at Simmons College. All courses are offered online.

Application Procedure for Certificate in Sports Nutrition

Applicants are responsible for submitting all paper and electronic materials by the application deadline to the School of Nursing and Health Sciences. All documents submitted become the property of Simmons College and cannot be returned to the applicant.

The application includes:

1. A completed electronic application including all supporting paper documents and Certification of Finances Form (for non-U.S. citizens only),
2. A non-refundable \$50 application fee unless an appropriate application fee waiver code is included.
3. Official academic transcripts from all undergraduate and graduate academic institutions attended whether or not a degree was awarded, and whenever courses were completed or if courses are not specific to the program for which you are applying or whether courses appear on another transcript. Applicants who are completing an undergraduate degree in the year of application must submit a copy of their grade report from the most recently completed academic term, until a final official transcript arrives.
4. Applicants who have studied abroad must submit academic documents in the native language as well as official English translations (not by the applicant, family members or friends). Additionally, academic records may need to be evaluated by an agency as specified by the School of Nursing and Health Sciences.
5. Two letters of recommendation (each in sealed, signed envelopes) from individuals able to comment on the student's academic ability, work experience, and leadership potential. At least one letter **must** be from a faculty member (if the applicant has recently graduated) or a current employer. **See the nutrition application for specific details about this three-part process. The Identification Form, the Rating Form and a written recommendation are required.**

Letters of recommendation must be written on letterhead stationery and include an original inked signature and sent these forms must be sent directly to the Office of Admission at SNHS.

6. Official TOEFL scores from ETS (within 2 years prior to the application deadline) for applicants who have not earned a bachelor's or master's degree from a regionally accredited U.S. college or university or a university abroad which is recognized by the Ministry of Education in the home country and in English-speaking only countries.

Application Deadline for Certificate in Sports Nutrition

Carefully review application deadline dates for programs in the School of Nursing and Health Sciences. Deadline dates differ. The C.S.N. deadline for fall (September) entry is March 1 and for spring (January) entry, it is October 1. This program is not available for summer (May) entry.

Since no C.S.N courses are offered during the summer, there is no entry for this time period.

Admission Requirements for the Dietetic Internship Program

An applicant must hold an undergraduate degree from a regionally accredited U.S. college or university and meet the didactic requirements of the Academy of Nutrition and Dietetics. Carefully read the nutrition section of the SNHS website for particulars of this application process. Applicants must submit the Simmons electronic DI application and all supporting paper materials. Since Simmons **does not subscribe to DICAS, applicants should not send copies of the DICAS application as SNHS is not authorized to accept such applications.**

Application Procedure for Dietetic Internship Program

SNHS does not subscribe to the DICAS program, thus applicants are responsible for submitting the SNHS electronic application along with supporting paper materials by the deadline designated by AND: () to the School of Nursing and Health Sciences. All documents submitted become the property of Simmons College and cannot be returned to the applicant. A completed application includes:

1. A completed SNHS electronic application and all supporting paper materials.
2. Three letters of recommendation in sealed, signed envelopes (from individuals able to comment on the academic ability, work experience, leadership potential, character and personality of the applicant. **At least two letters must be from a food and nutrition instructor. An Identification Form, a Rating Form and a written recommendation are required.**
3. Verification of completion of Didactic Program in Dietetics approved by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (A.N.D.) or the Declaration of Intent to Complete Didactic Program. (In the latter instance, the verification statement must be received before the student enters the program.); a final academic transcript with a degree conferral and date must be received before the student enters the program.

4. A non-refundable \$50 application fee, unless an appropriate application fee waiver code is included.
5. Official academic transcripts from all undergraduate and graduate academic institutions attended (including official transcripts for study abroad) whether or not a degree was awarded, and whenever courses were completed or if courses are not specific to the program for which you are applying or whether courses appear on another transcript. Applicants who are completing an undergraduate degree in the year of application must submit the most recent term grades.
6. If official transcripts are not available by the application deadline, students must submit copies of their grade reports but an official transcript is required to finalize the admission process.
7. Applicants who have studied abroad must submit academic documents in the native language as well as official English translations (not by the applicant, family member or friends). Additionally, academic records may need to be evaluated by an agency as specified by the School of Nursing and Health Sciences.
8. In addition, the following should be sent directly to the School of Nursing and Health Sciences by the appropriate testing agency:

If you are concurrently applying to the M.S. program, official scores of the Test of English as a Foreign Language (TOEFL) taken within two years prior to the application deadline, for all applicants whose first language is not English, and do not meet the stipulations stated previously in this catalog. Copies of student score reports are not acceptable. A minimum score of 570 (paper test), 230 (computer test), or 88 (internet test) is required.

No application can be acted upon unless all materials are received.

All Simmons applicants to Dietetic Internships (D.I.) must participate in computer matching. Applicants should request instructions and a mark/send card to prioritize their D.I. preferences. Applicants should request this material from any ACEND-approved Didactic Program in Dietetics or from D & D Digital Systems. This request should be made early enough to allow turnaround time for submission by the national (postmark) deadline. There is no charge for this material. However, there is a charge for computer matching that is due with the applicant's prioritized ranking. Address requests to:

D & D Digital Systems
304 Main Street, Suite 301
Ames, IA 50010-6148
Telephone: 515.292.0490
Fax: 515.663.9427
Email: dnd@netins.net

Enrollment Deposit for Nutrition Programs

All accepted applicants (including M.S., C.S.N., D.P.D. Certificate, and Dietetic Interns) are required to submit a non-refundable enrollment deposit. This deposit is applied to the first term bill.

Deferred Entrance for Nutrition Programs

An accepted student may request, in writing, to the Assistant Dean/Director of Admission of SNHS a deferral of the entrance date for a maximum of one year (two academic semesters). The student must indicate what he/she will do in the interim. No deferrals can be granted after a semester has begun. If granted a deferral, a non-refundable enrollment deposit is required by the date stated in the letter of admission to ensure enrollment. Deferrals are designed for accepted students wishing to delay the start of their program; are approved by the Office of Admission.

Students are not allowed to take classes elsewhere in the interim as acceptance was based on courses completed at the time of application. The only exception to this rule is that DPD students who have deferred may take up to two courses during their deferral, if they have been given prior approval. International students will be considered on an individual basis due to immigration issues. Since the Dietetic Internship program requires placement for a specific year, interns are not eligible for a deferral.

A Leave of Absence (LOA) is applicable when students have enrolled in courses but would like to take a break and return at a later date. Leaves of Absences must be requested and approved by the Chair of the Nutrition Department and the Dean of SNHS.

Reapplication Procedure

An applicant who wishes to re-apply must call the Office of Admission at 617-521-2605 to learn what information is needed as each applicant's situation is different. All re-applicants are required to re-submit an electronic application and any official academic transcripts for courses completed since the initial application and another application processing fee.

Transfer Credit

Applicants to the program may petition to transfer a maximum of two graduate courses into the M.S. program provided the credits were not used for a previously conferred degree and were completed within five years of the petition. This petition must be approved by the Chair of the Nutrition Department and the Dean of the School of Nursing and Health Sciences. The student must have earned a grade of B or better in each course.

Waivers

Students who enter the program with a strong background in a particular content area may petition for a course waiver. Such waivers require demonstration of mastery of course content. Students receiving course waivers must still complete the required number of credit hours, accomplishing this by taking additional electives to replace the waived credits. The decision to accept waivers is determined by the Chair of the Nutrition Department.

Financial Information

For information about the current tuition and fees, please see our website under the Tuition and Financial Aid section.

Financial Aid for U.S. Citizens

While the responsibility for educational financing belongs with the student, Simmons College administers low-interest loan programs and other alternative loan programs that assist U.S. and permanent resident alien students in financing their education. At Simmons, financial need is used to determine eligibility for federal financial aid (low-interest loans). Financial need is determined through an evaluation of a student's ability to contribute toward educational expenses and is administered through the Office of Student Financial Services.

Potential first year graduate students must submit a FAFSA (Free Application for Federal Student Aid) form and the Simmons College Supplemental Form to the Office of Student Financial Services by the designated deadline for summer or fall entry or 1 for federal financial aid (low-interest loans). Students must be enrolled at least half time (usually 5 credit hours per semester) to be eligible for federal financial aid. Check with the specific program you are interested in to determine the minimum number of credits considered to be half time. The Simmons FAFSA code is 002208.

All Simmons financial aid decisions are made on an academic year basis. In order to receive aid in subsequent years, you must reapply each year, and for priority consideration, meet established deadlines. Renewal of financial aid is contingent upon meeting satisfactory academic progress as well as all other eligibility criteria. Students interested in further information about financial aid at Simmons can find comprehensive information on the financial aid web site at <http://www.simmons.edu/financialaid/> or by calling the Office of Student Financial Services at 617.521.2001.

The Office of the Admission of the School of Nursing and Health Sciences offers assistance in the form of assistantships to accepted and qualified nutrition students. These limited stipends are competitive and are based on merit. It is important to understand that no merit award will fully cover tuition. All on-time and accepted applicants are automatically considered for these assistantships. There is no separate, special application for such awards and the awards are made by the Office of Admission not the Office of Student Financial Services

Expenses

Information on policies, procedures, charges, registration, and other financial matters is provided by the Office of Student Financial Services (617.521.2001). All students are responsible for becoming familiar with these regulations of the College.

College charges for tuition, fees, and residence must be paid according to the scheduled payment dates. Please note that no student is allowed to complete registration and attend classes without account approval from the Office of Finance. 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, placement materials, and using various offices and facilities.

Refund Policy

The College's general policy regarding refunds to students is stated on a separate flyer titled Financial Information. Questions regarding refunds should be directed to Student Accounts personnel in the Office of Student Financial Services at 617.521.2009.

Information for International Applicants

The School of Nursing and Health Sciences (SNHS) welcomes applications from international students (U.S. citizens living and studying abroad, non-U.S. citizens and permanent resident aliens) because the campus community is made richer by the presence of individuals with different perspectives from other countries. To assist applicants in understanding the nature of the application and admission process, this section highlights important information to make the transition easier.

Due to immigration stipulations, international students requiring a student visa (F-1) to study in the U.S. must be accepted to and enrolled in a full time degree-granting program. Carefully review the individual program descriptions in this catalog and on the SNHS website at www.simmons.edu/snhs since not all programs are full time. Additionally, if you are currently in the U.S. and have any visa other than an F-1, you must check with the Bureau of Citizenship and Immigration Services regarding procedures for changing your visa status.

Application Deadlines

Application deadline dates differ for nutrition programs. Check SNHS website for specific dates. These dates are when all materials must be received at SNHS, not the postmark date. International students requiring an F-1 visa to study in the U.S. may apply only for September entry. It is imperative that students who have or are studying abroad apply at least six months prior to the application deadline date for the September term. Please allow ample time for the pace of international postal systems, obtaining visa documents, arrival in the U.S., and transitioning to a new environment. International students will not be allowed to enroll if they arrive after the official start of the term.

Required Academic Records

In the U.S., academic records or mark sheets are called “transcripts” (this is the term used throughout our website, catalogs, and applications.) All applicants who have studied abroad must submit official (signed in original ink and stamped with a seal) academic records for study completed at all universities (including schools where no degree or certificate was earned by the student). These documents should include end-of-year result sheets, national exam results and a copy of degrees or certificates, both in the native language and English translations (not by the applicant, family member, or friend). Photocopies or facsimiles are not acceptable. Additionally, the academic records may need to be evaluated by an agency specified by the School of Nursing and Health Sciences.

A “college” abroad usually means a secondary institution whereas in the U.S., a college is an institution providing higher education. A college can be part of a larger university or represent a singular institution such as Simmons College. Academic records from overseas colleges which are actually secondary schools (high schools in the U.S.) are not required as part of the application process. Courses taken at the secondary level do not fulfill the prerequisite requirements for application and admission to a graduate program.

A baccalaureate in the U.S. is a first university degree. Many overseas systems award baccalaureates which represent the completion of secondary education or a year beyond.

Required Standardized Test Results

The TOEFL requirement is based on native language, not citizenship status. No other English proficiency exam will be accepted. The TOEFL is waived for applicants who have graduated at the bachelor's or master's level from a regionally accredited U.S. institution or a post-secondary institution abroad that is recognized by the Ministry of Education in the host country in English-speaking countries **only**. Copies of student score reports are not acceptable. The minimum acceptable score is 570 (Paper Test) or 230 (Computer Test). Copies of student score reports are not acceptable; we are currently unable to accept electronic scores at this time. The SNHS code is 3761.

Further information about this exam can be obtained by directly contacting: TOEFL, Educational Testing Service, P.O. Box 6151, Princeton, New Jersey 08541-6151, telephone: 215.750.8050 or www.toefl.org. TOEFL does not replace GRE.

Applicants needing this standardized test cannot be reviewed without the receipt of these test scores. It is very important that applicants register for these exams well in advance of applying for admission.

Required Financial Documentation

All non-U.S. citizens who will require a student visa for study in the U.S. must provide accurate and current (within six months prior to applying) evidence of ability to pay for the cost of a Simmons education. These costs are variable (but include fixed and living costs beyond tuition) and outlined on the "Certification of Finances Form" which can be obtained from the Office of Admission of SNHS. This form must be completed and returned directly to the SNHS Office of Admission. Additionally, an original signed statement from the applicant's sponsor indicating a willingness to provide financial support and a statement from the sponsor's bank verifying the availability of sufficient funds must be received.

All documents must be signed in original ink, written in English and funds must be shown in U.S. dollars (\$). Certain countries limit the amount of money which may be sent abroad. Thus, it is very important for the applicant to inquire about the regulations in the home country concerning transfer of funds. Applications cannot be reviewed without certification and documentation of financial resources. This information is required in order to process an I-20 to obtain an F-1 student visa.

Academic Year

For each academic semester, students receive grades for each subject (course) taken. The first (fall) semester generally begins in early September and ends in mid-December. The second (spring) semester begins in mid-January and ends in mid-May. Additionally, there are summer sessions lasting from May to August. Most programs begin in the September semester.

Grading and Credit Hours

The School of Nursing and Health Sciences at Simmons College awards letter grades for all completed courses: A=Excellent, B=Good, C=Fair, D=Poor, F=Fail and P=Pass. Each letter grade is assigned a value: A=4.00, B=3.00, C=2.00, D=1 and F=0. Each course carries a certain number of credit hours, where, usually, one credit is equal to one hour of classroom instruction. Graduate courses are usually worth three credits although some are worth four, two or one. The total number of credit hours required to obtain a specific degree will determine the number of courses a student needs to complete the program.

Arrival at Simmons College

It is important that international students plan properly to arrive at the required time to commence their studies. Allow ample time for obtaining immigration documents, shipping personal items and personal adjustment due to time and climactic changes. Students will NOT be allowed to enroll in classes if they arrive after classes have officially started. It is imperative that students allow adequate time for moving, student orientation and establishing contacts.

Notice of Non-Discrimination

Statements in the Simmons College catalogs should be taken as the College's current determination of courses, programs, tuition, and fees as currently established. Admission to specific courses and programs will be dependent upon qualifications of students and availability of instruction, Simmons College reserves the right to change its courses, programs, tuition, and fees subsequent to the publication of this catalog.

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 we seek to create an atmosphere within which students may become actively engaged members of society and to develop the resources to lead rich personal lives. We hope to achieve these goals through an active and continuing exchange of ideas among students and faculty and the general college community.

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, ancestry, national origin, age, sex, sexual orientation, legally-recognized disability, or veteran status.

Simmons College admission and financial aid policies are administered in accordance with the Education Acts of 1965, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The College is committed to admitting students of any race, color, or national origin to all the programs and activities generally made available to students at the College, including scholarship and loan programs, athletic programs, and other College-administered social, educational, and recreational programs, and student services.

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, handicap, or veteran status.

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

Complaints of discrimination or harassment should be addressed to Vice President of Talent and Human Capital Strategy, or the applicable dean for appropriate action.