

Course Catalog

Graduate Program in Nutrition and Health Promotion

2009-2010

School of Health Sciences (SHS)

The coeducational School of Health Sciences (formerly School for Health Studies) 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 health care administration, nutrition, physical therapy, and primary health care nursing in addition to a special clinical genetics program. In 2001, the School was realigned to include the undergraduate programs in nursing, physical therapy and nutrition. In 2002, the name was changed from the Graduate School for Health Studies to the School for Health Studies to reflect the inclusion of undergraduate and graduate teaching. Further information about these undergraduate programs is available at www.simmons.edu. 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.

SHS 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, and Children's Hospital.

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 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

The mission of the Graduate Nutrition Program is to provide the intellectual base for students to be effective participants in a profession that works to influence nutrition and health behaviors of the population. The program fosters professional growth by developing critical thinking skills and an appreciation for life-long learning. It provides the foundation for leadership, research, and doctoral study in the field of nutrition and health promotion.

Program of Study

The program of study for the Master of Science in Nutrition and Health Promotion includes ten required courses and one elective. 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 or online.

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.
- Simmons offers a special opportunity for Tufts University students who wish to complete the Didactic Program in Dietetics Certificate and to Brigham and Women's Hospital, Beth Israel Deaconess Medical Center and Massachusetts General Hospital Dietetic Interns interested in applying to the M.S. program. Call the Office of Admission (617-521-2605) for more information.
- 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
SHS 410	Research Methods	3
SHS 450	The Health Care System: Interdisciplinary Perspectives.....	3
SHS 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	Sports Nutrition Practice.....	3
NUTR 480	Nutrition Fieldwork.....	4
HCA 501	Self and Small Group Leadership.....	2
HCA 545	Health Policy	2
SHS 415	Sports Psychology	3
SHS 581	Negotiation.....	2
MCM 451	Integrated Marketing Communication	4
MCM 486	Cultural Diversity in the Workplace.....	4
GEDUC 424	Educational Technology and Software	4
SHS 533	Marketing in Health Care	3
SHS 535	Cultural Competence in Healthcare.....	3
	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
SHS 410	Research Methods	3
SHS 570	Health Promotion: A Global Perspective	2
	Total credits.....	15

SPRING

SHS 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

SHS 570	Health Promotion: A Global Perspective	2
NUTR 455	Nutrition, Fitness, and Wellness	3
	Total credits	5

SPRING

SHS 450	The Health Care System: Interdisciplinary Perspectives.....	3
	Elective	3
	Total credits	6

YEAR 2

FALL

NUTR 452	Nutrition Practice: Program Planning, Implementation, and Evaluation	3
SHS 410	Research Methods	3
	Total credits	6

SPRING

NUTR 460	Nutritional Epidemiology.....	3
	Total credits	3

SUMMER

NUTR 453	Advanced Topics in Preventive Nutrition	3
	Total credits	3

YEAR 3

FALL

NUTR 461	Exercise Assessment and Prescription.....	3
NUTR 489	Nutrition Proposal Development	1
	Total credits	4

SPRING

NUTR 490	Nutrition Research Project.....	4
	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 an entirely online program.

Prerequisites include: an undergraduate degree in nutrition, exercise physiology, kinesiology, sports medicine, or related fields, which would have included Anatomy and Physiology I and II with laboratory, and Introductory Nutrition. These prerequisite courses must be graded and many 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.

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 program. Non-degree students are **not** eligible to take any of the Certificate courses.

Required Courses**

SHS 415
Sports Psychology

NUTR 455
Nutrition, Fitness and Wellness

NUTR 461
Exercise Assessment and Prescription

NUTR 462
Sports Nutrition Practice

*International students in the U.S. are allowed to enroll in online distance courses but no more than the equivalent of one class or three credits per semester which may be counted toward the full course of study requirement if the class does not require the student's physical attendance for classes, exams, or other purposes. The course may be an elective or required course. Students may take other online courses but only in future terms, and only one course per semester.

**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 successful students in a graduate nutrition program or accredited supervised practice program (dietetic internship).

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** in possession of a bachelor's degree or **not** currently enrolled in the Simmons bachelor's degree program **must apply for this certificate through the Office of Admission of the School of Health Sciences(graduate nutrition)**. Go to

<http://www.simmons.edu/shs/academics/catalog/nutrition/index.shtml>

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. Even students who have already obtained a Bachelor's degree in a different discipline can complete the D.P.D. certificate program to apply for a supervised practice program (e.g., dietetic internship). The American Dietetic Association didactic undergraduate course requirements for the Simmons College Certificate in the D.P.D. 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 first step in the credentialing process for dietetics practitioners. Students must pass 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. The application for a dietetic internship (D.I.P.) is a separate process. Completion of the D.P.D. Certificate does not guarantee acceptance to a D.I.P.

Students must formally apply to this program by submitting the graduate Nutrition application to the Office of Admission of the School of Health Sciences. Carefully review the application since some items required for other nutrition program options are **not** required for the D.P.D. application. For example, the GRE is not required.

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

The mission of the Simmons College Didactic Program in Dietetics is subsumed within that of the Department of Nutrition. The mission of the Simmons College Department of Nutrition is twofold. The first is to educate students and foster an appreciation of lifelong learning in preparation for their success in advanced nutrition or dietetics education or employment so that they can be effective in a profession that works to affect 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 food's relationship to other sciences; and second, to provide the College community with the intellectual basis and professional expertise for achieving and/or maintaining health through food habits.

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 professionals.
2. The D.P.D. will prepare graduates capable of succeeding in one or more of the following: a graduate program related to nutrition or dietetics, an accredited dietetic internship program (DIP), or employment.
3. The D.P.D. will prepare graduates who are capable of serving a culturally diverse population with understanding and respect.
4. The D.P.D. will prepare graduates who are technologically capable in their profession.

As part of our accreditation requirements set forth by the Commission on Accreditation for Dietetics Education of the American Dietetic Association (**A.D.A.**) we have set forth measurable outcome objectives which track our progress toward attaining the aforementioned goals. These include: 1) tracking of graduates to assess Dietetic Internship Program, graduate school or employment placement, 2) graduate assessment of their competence in specific areas of nutrition and dietetics, as well as their assessment of their technological capability as well as their capability to serve a culturally diverse population.

Required Courses for the Certificate in the Didactic Program in Dietetics

General Biology* (Bio 113)
Microbiology* (Bio 221)
Anatomy & Physiology I and II* (Bio 231 + 232)
Inorganic Chemistry* (Chm 111 or 113)
Organic Chemistry* (Chm 112 or 114)
Introductory Biochemistry (Chem 223)
Statistics, introductory (Math 118)
*with Laboratory

Nutrition Courses:

Food Science, advanced (Nutr 201)
Introduction to Nutrition (Nutr 112, Nutr 111 can be substituted)
Clinical Dietetics (231)
Community Nutrition (237)
Food Production (248)
Food Management (249)
Nutrient Metabolism (311)
Advanced Community Nutrition (381)
Medical Nutrition Therapy (334) (this course must be taken at Simmons College)

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 Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Chicago, IL 60606, 312.899.0040 ext. 5400.

It should be noted that fulfilling the aforementioned 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. 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

DPD certificate students (U.S. and permanent resident aliens) may take some DPD courses at another regionally accredited post-secondary institution with prior approval from the DPD 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.

Federal immigration policies prevent foreign students needing an F-1 visa to study in the U.S. from taking courses at an institution other than the one which issued the I-20, so, students issued an I-20 by Simmons must complete all courses at Simmons.

Students must pass with a grade of C- or better a minimum of 5 courses at Simmons College to be eligible to obtain a Certificate in the D.P.D. and a verification statement (the latter is required by the A.D.A.) from Simmons College even if coursework equivalent to the aforementioned requirements has been completed elsewhere. Students who complete the Certificate in the D.P.D. at Simmons College will receive this certificate and also a verification statement which documents completion of A.D.A. required courses, 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 (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; photocopies are not acceptable. These official transcripts are in addition to official transcripts required by the Office of Admission upon original application to the School.
- A request for the verification statement (either by e-mail or hard copy). This request should include the student's full name, social security number, and the address to which the verification statements should be sent.
- 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.

Dietetic Internship Program

The Simmons College Dietetic Internship Program, accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Chicago, IL 60606, 312.899.0040 ext. 5400, is designed for interested candidates who hold an undergraduate degree and meet the didactic requirements approved by the American Dietetic Association. For additional information on the Didactic Program in Dietetics at Simmons College, please go to

<http://www.simmons.edu/academics/undergraduate/nutrition/programs/1362.php> for the undergraduate DPD program or

<http://www.simmons.edu/shs/academics/nutrition/degrees/dpd.shtml> for the graduate DPD Certificate program.

MISSION

It is the intention of the Simmons College dietetic internship program to develop outstanding, future-oriented community dietitians. The program aims to provide exceptional hands-on experiences for students to allow them to gain the tools necessary to advance and strengthen the profession of dietetics by enhancing the nutritional knowledge of the members of modern society.

With the incidence of diet-related chronic diseases such as obesity, heart disease, and type 2 diabetes reaching all-time highs, the Simmons College dietetic internship faculty realizes the urgent need for qualified dietitians who can assist in the implementation of major changes to our current nutrition and physical activity-related behaviors.

Furthermore, the program recognizes that the education of dietitians in community health care settings is more significant due to the prevailing need for health care cost containment and the demand in the medical community for a more preventive approach to health. As a result, the curriculum supports the trend towards health promotion and disease prevention in the community setting.

Since the dietetic internship program is an integral part of Simmons College, the program is also dedicated to upholding the mission, goals, and objectives of the College. The ultimate mission of the program is to graduate students who are properly prepared to take the Commission on Dietetic Registration exam.

The following 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 the 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.

SIMMONS COLLEGE INTERNSHIP OPTIONS: THE PROGRAM-ARRANGED, CAMPUS OPTION AND THE STUDENT-PROPOSED, DISTANCE OPTION

The Simmons College Nutrition Department offers two dietetic internship options: program-arranged option and the student-proposed, distance option. Simmons College annually enrolls six program-arranged students and two student-proposed distance students. The curriculum for both programs is the same, but with the distance option, accepted students are required to determine their own facilities and preceptors which meet the guidelines for each of the six rotations required over the 30-week experience. All distance sites will be subject to approval by the Simmons College nutrition faculty. Individuals accepted to the program-arranged option will have their experience arranged by the Simmons College dietetic internship coordinator. Additionally, distance students will be required to attend campus orientation, class once per week, and be present at joint, Boston dietetic internship lectures once per month.

In addition to the features in the program-arranged, dietetic internship program, the student-proposed, distance program:

- Accommodates students who have specific geographical requirements due to preexisting employment commitments, family and/or financial obligations, or entry to the field of dietetics at a later point in life.
- Allows students to arrange their internship experiences around their primary interests in dietetics, all within a close distance to their home.

****For more information, please see the section entitled CHOOSING A PRECEPTOR AND/OR FACILITY FOR STUDENT-PROPOSED, DISTANCE INTERNSHIP EXPERIENCES.**

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 will be required to complete the 47 core competencies and nine community competencies that have been established by the American Dietetic Association. These competencies will be met in six different rotations over a 30-week period starting in September and ending in April.

In addition to meeting the core and community emphasis 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 is titled Nutrition Program, Planning, Implementation and Evaluation will help students meet several of their core and community competencies, as well as educate students on how to develop their own nutrition-related business plan.

The second didactic component of the curriculum involves weekly or biweekly seminars and joint dietetic intern lecture series that extend throughout the internship experience. Enrolled Simmons College dietetic interns will participate in a joint dietetic internship lecture series 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 based at Tuft's-New England Medical Center. Each month, one of the internship programs sponsors a full-day lecture series on topics related to nutrition legislation, nutrition and aging, pediatric nutrition, nutrition support, alternative medicine, eating disorders, nutrition and fitness, and entrepreneurial nutrition.

Please note that the graduate-level course and the joint dietetic intern lecture series are required for both the campus and distance education students. Therefore, it is highly recommended that students applying for the distance option live no more than two hours from Simmons College (i.e. Massachusetts, northern Rhode Island, Southern New Hampshire, Southern Maine, and Eastern Connecticut).

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 30 week, full-time (40 hours/week) program which begins in September. Supervised, hands-on experiences at six rotations will provide students with the opportunities to achieve the performance requirements set forth by the American Dietetic Association for an entry-level dietitian. The six rotations include:

1. A 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.

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 has been accepted to the Simmons M.S. in Nutrition and Health Promotion program.

The six-rotation design and the curriculum of the Simmons College dietetic internship program have been evaluated and are accredited by the Commission on Accreditation for Dietetic Education of the American Dietetic Association.

ROTATION REQUIREMENTS

The Internship experience begins with a two to three-day orientation program which occurs at the beginning of September. Orientation is held in Boston, Massachusetts on the Simmons College campus. All interns accepted to the program, campus and distance, 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 undergraduate 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	8 weeks
Long term care/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
TOTAL	30 weeks

COMPETENCY REQUIREMENTS AND EVALUATIONS

Students accepted to the Simmons College Dietetic Internship Program are required to meet the 47 core competencies and nine community competencies created by the American Dietetic Association. To ensure students meet the intended competencies, a separate evaluation has been created for each of the six 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.

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 that they attended during their 30-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 can then be 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 30-week experience.

Program Completion Requirements

- Completion of six required rotations including related projects and assignments and make-up of any days missed or sick days.
- Completion of all forty-seven core competencies and nine community emphasis competencies required by the American Dietetic Association.
- 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.
- 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 clinical worksheets provided in the Student Handbook for each rotation, and submission to the Program Director at the end of the program.
- Participation in and evaluation of each of the monthly joint dietetic internship class days.
- Collection and submission of projects completed during each rotation, and submission to the Program Director at the end of the program.
- Participation in exit interviews at the completion of the 30 week internship experience.
- Completion of the RD exam review sessions required during the final week of the internship program.

Note: A student may be asked to stay beyond the 30 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 Health Sciences. 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 30-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 a contract 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 American Dietetic Association (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.

CHOOSING A PRECEPTOR AND/OR FACILITY FOR STUDENT-PROPOSED, DISTANCE INTERNSHIP EXPERIENCES

The Simmons College Nutrition Department requires that distance students select affiliations that support the mission and goals of the program. The program director and coordinator will conduct preliminary discussions with all new affiliating preceptors to ensure that students obtain the type of experience expected and supervision required, and to assess the affiliating supervisor's willingness to complete written student evaluations.

Recruitment of affiliations is to be based on the ability of the sites to provide a variety of community-oriented experiences that encompass diverse ethnic, cultural, economic, political, and age-specific populations. This will ensure that students are prepared for the multitude of community-based employment opportunities available to dietitians.

The primary preceptor must be employed at the selected facility. He/she may be full-time at the sponsoring facility for full-time or part-time (i.e. if a student splits their time between two sites) and have at least three years of experience. Each facility or practice must review and sign an affiliation agreement prior to the initiation of the student's rotation. Each preceptor spending time with the student must submit a resume or curricula vitae. He/she must have appropriate credentials and work experience to mentor the intern in the specified rotation. The following is a list of acceptable types of facilities:

ACUTE CARE ROTATION (8 WEEKS)

Students will choose a hospital setting, preferably a community teaching hospital. The hospital should offer a variety of services to ensure a well-rounded and varied experience, including inpatient medical, surgical and psychiatric services for pediatrics and adults, emergency, ambulatory and diagnostic services, and/or outpatient nutritional services and clinics. Students should gain experience in the nutrition care process and interact with patients and health care professionals. Students will progress from simpler tasks to the more complex.

In addition to a strong inpatient component, it is advantageous to look for a facility that offers a wide variety of outpatient preventive health and educational programs on topics such as weight management, healthy heart, bone health, women's health, pregnancy, lactation and childcare, alternative medicine, etc.

ACUTE CARE PRECEPTOR:

The preceptor must be a registered dietitian. The preceptor must be available to the student during the time that they are 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.

LONG TERM CARE/FOOD SERVICE ROTATION (6 WEEKS)

Students are required to choose a long-term care facility. During this rotation, students will focus primarily on completing their food service requirements, but will also attempt to gain considerable experience with the consulting dietitian. The students will be provided with two experiences at one site so they can obtain a strong working knowledge of how food service systems and medical nutrition therapy are coordinated to ensure provision of quality dietary care. Students will learn how a food service operation functions and will begin to develop management skills through observation and practice. Students will also become familiar with the nutritional procedures and forms that are required by state and federal mandates in long term care facilities.

LONG TERM CARE/FOOD SERVICE PRECEPTOR:

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

PUBLIC HEALTH ROTATION (4 WEEKS)

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

PUBLIC HEALTH 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.

COMMUNITY HEALTH CENTER ROTATION (4 WEEKS)

Interns are required to choose a community health center which will provide a multi-ethnic supervised practice experience. The chosen 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 under served populations.

Students will gain proficiency in providing nutrition counseling and education in an outpatient or community setting, with both individuals and groups. During this rotation, students can also work with community hunger agencies such as soup kitchens, food pantries and food banks.

COMMUNITY HEALTH CENTER PRECEPTOR:

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

STATE GOVERNMENT-BASED NUTRITION INITIATIVE PROGRAM ROTATION (4 WEEKS)

Students are required to arrange a 4-week experience in which they will observe and participate in various activities involved in 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. Students should choose a site where they will be involved in observing and participating in key nutrition services 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.

STATE GOVERNMENT-BASED NUTRITION INITIATIVE 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.

NUTRITION EDUCATION AND COUNSELING ROTATION (4 WEEKS)

Students are required to arrange a 4 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 preventive medicine, disease management, and overall health and wellness. Activities in this rotation include developing educational seminars, writing articles for the public, community education programs, and developing educational tools.

NUTRITION EDUCATION 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.

CONTACTING THE COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION

The Simmons College dietetic internship program is accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association. The Commission's address is:

Commission on Accreditation for Dietetics Education
The American Dietetic Association
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606
312-899-4876

Required Courses***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**

*See the Course Descriptions section for full information.

Course Descriptions

SHS 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)

SHS 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)

SHS 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 for Health Studies.

(3 credits)

SHS 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 2000 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 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

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; 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
Sports Nutrition 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: SHS 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: SHS 410, NUTR 452, NUTR 455, NUTR 460 or concurrent and NUTR 489; graduate nutrition standing. (4 credits)

Academic Program Information

ADVISING

Each student is assigned a faculty advisor with whom s/he will work during the program.

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.

At least a "C" must be achieved for all prerequisites and required DPD courses. All courses below "C" must be repeated but not in any necessary sequence. If an "F" was given, it must be repeated before the student moves on to the next sequence courses.

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.

Graduate nutrition students must earn a grade of "B" or better in all the following courses:

NTR 452	Program Planning Implementation and Evaluation
NTR 453	Advanced Topics in Preventive Nutrition
NTR 455	Nutrition Fitness and Wellness
NTR 460	Nutritional Epidemiology
NTR 461	Exercise Assessment and Prescription
NTR 489	Nutrition Proposal Development
NTR 490	Nutrition Research Project
SHS 410	Research Methods

GRADUATION HONORS

Any student completing the program course work with a grade point average of 3.80 or higher will be awarded the Master of Science degree with Distinction.

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 Health Sciences, the program, and the College is provided at that time, it is expected that all new students will attend.

STUDENT HANDBOOK

A SHS Student Handbook, distributed to students before the start of the academic year, details student rights and responsibilities, SHS academic regulations, tuition and fees, financial aid for graduate students, college facilities, student services, and other useful general information. A graduate nutrition student handbook is distributed at orientation.

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.

Nutrition Faculty

Full time faculty

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, S.D., R.D., LD/N
Associate Professor of Nutrition
B.S. and M.S., Cornell University
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 chronic disease development. Dr. Fung completed her dietetic internship at the Yale-New Haven Hospital where she worked as a clinical nutrition specialist in many specialties from pediatrics to geriatrics. Her current research projects include assessing the relationship between dietary patterns and the risk of developing diabetes, cancer, and heart disease. Recently, she published a paper in the Archives of Internal Medicine (2008) that showed the DASH diet pattern which involves high intakes of plant foods and low sodium reduced the risk of coronary heart disease and stroke in women.

Nancie Harvey Herbold, Ed.D., R.D., LD/N
Department Chair and Ruby Winslow Linn Professor of Nutrition
B.S. University of Rhode Island
M.S. and Ed.D., Boston University

Dr. Herbold recently published a paper in *the International Journal of Environmental Health Research*, "A pilot study describing infant formula preparation and feeding practices" (2008). 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 American Dietetic Association. Dr. Herbold also completed a fellowship in adolescent nutrition at Children's Hospital, Boston. She is a member of the state's Nutrition Board and is on the Advisory Committee for the Massachusetts Pediatric Overweight Initiative funded by the Centers for Disease control. 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.
Associate 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 undernutrition 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 and nutrition surveillance. She has collaborated with the Massachusetts Department of Public Health and the Centers for Disease control to develop measures to identify groups of children who are at risk of being inactive and to assess the degree of food insecurity among nutritionally at risk families. Studies also include a validation of physical activity survey instrument, an evaluation of a school-based physical activity, and nutrition education program.

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

Dr. Brown's doctoral dissertation was titled "Diet Quality and Risk of Premature Heart Disease in Women." She combines many years experience in WIC, private practice, and research and clinical experience in acute care and long term care settings.

Part Time Faculty

Janet Kallio, MPH
Case Western Reserve University
Program planning and evaluation

Debra Wein, MS RD
Columbia University
Nutrition, Fitness, and Wellness

Victoria Bacon, Ed.D.
Northeastern University
Sports psychology

Randi Lite, MA
Columbia University
Anatomy and physiology, exercise physiology

Kathy Foell, MS, RD
Boston University, Sargent College of Allied Health Professions
Sports Nutrition

Admission

For more information about admission, please see our Frequently Asked Questions page at <http://www.simmons.edu/shs/admission/faq.shtml> and for questions about the program, please see the Nutrition FAQ page at <http://www.simmons.edu/shs/academics/nutrition/faq.shtml>.

Applicants to all nutrition programs are required to submit all application materials, except standardized test scores, in one packet. Officially signed/sealed transcripts and recommendations should not be opened as this will render these documents as unofficial. They should be included in your application packet along with the other required materials. Photocopies, faxes, or student copies of original transcripts and recommendations are not acceptable. Please note complete applications must be received by the stated deadlines; dates are not the post mark date (with the exception of D.I.P. applications which follow A.D.A. deadlines), rather, the date when all materials need to be received in the 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 merit scholarship/s or graduate assistantships.

ADMISSION OPTIONS FOR M.S. PROGRAM

- Simmons undergraduate students with an overall GPA of 3.0 or higher may apply for the Master's program at the end of their first semester junior year (deadline: February 15) by contacting the Office of Admission at the School of Health Sciences. **Simmons nutrition and biology undergraduates who have graduated within the last five years may waive the GREs.**
- 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 may be taken 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 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)
Nutritional 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 Nutritional 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. Additionally, international students must be enrolled full time (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 your prerequisites:

- complete courses elsewhere (call the Nutrition program directly at 617.521.2718 to determine if a specific class will fulfill our requirement) 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 mailing the application materials (except standardized test scores) in **one** envelope to the School of Health Sciences. Make certain that the application packet is addressed to the Office of Admission at the School of Health Sciences since there are five admission offices at Simmons College. All documents submitted become the property of Simmons College and cannot be returned to the applicant. The packet must include:

1. A completed application form, including personal statement, resume, checklist, and Certification of Finances Form (for non-US citizens only).
2. A non-refundable \$50 application fee made payable to Simmons College.
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 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 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.
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. **Two letters should be from** a faculty member. Both the School of Health Sciences recommendation form located in the application for admission and individual letters written on letterhead stationery should be sent directly to the Office of Admission of the School of Health Sciences.

In addition, the following should be sent directly to the School for Health Studies by the Education testing Service (ETS):

1. The results of the Graduate Record Exam (GRE) taken within five years of the application deadline(except for Simmons undergraduate nutrition and biology students who have graduated within five years of the application deadline); Copies of student score reports are not acceptable. The SHS code is 3761. Further information can be obtained by directly contacting: GRE, Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, or by telephone, 609-771-7670, or by visiting www.gre.org.
2. 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 SHS.
3. 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. TOEFL does not replace GRE; both exams are required. A minimum score of 570 (paper test), 230 (computer test), or 88 (internet test) is required. The SHS 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 Health Sciences. Deadline dates differ. The application deadline for the M.S. and/or C.S.N. programs for fall (September) entry is March 1 and for spring (January) entry, it is November 1. The application deadline for the M.S. program for summer (May) entry is March 1. Students cannot apply to the C.S.N. program in the summer.

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 foundation courses as stipulated by the American Dietetic Association (A.D.A) in order to meet the requirements to apply later for a dietetic internship and in order to 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.

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 graduate 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. Students are selected on the basis of past academic performance.

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, click on The Didactic Program in Dietetics listed at the bottom of this url:

<http://www.simmons.edu/academics/undergraduate/nutrition/programs/1362.php> for the undergraduate DPD program or

<http://www.simmons.edu/shs/academics/nutrition/degrees/dpd.shtml> for the graduate DPD Certificate program.

APPLICATION PROCEDURE FOR THE CERTIFICATE IN THE DIDACTIC PROGRAM IN DIETETICS (D.P.D)

Applicants are responsible for mailing the application materials (except TOEFL scores, where required) to the School of Health Sciences. All documents submitted become the property of Simmons College and cannot be returned to the applicant. The packet includes:

1. A completed application (the entire application is not required: carefully review the application for instructions), checklist, and Certification of Finances Form (for non-U.S. citizens only).
2. A non-refundable \$50 application fee made payable to Simmons College.

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 grades from the most recently completed academic term.
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 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. One letter should be from a faculty member. Both the recommendation form in the application for admission and individual letters, written on official letterhead stationery should be sent directly to the Office of Admission for the School of Health Sciences.

In addition, the following should be sent directly to the School for Health Studies by the testing or educational agencies and by recommenders:

- I. 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 SHS code is 3761. Further information can be obtained by directly contacting: GRE, Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, or by telephone, 609-771-7670, or visit www.gre.org.

APPLICATION DEADLINE FOR CERTIFICATE IN THE DIDACTIC PROGRAM IN DIETETICS

Carefully review application deadline dates for programs in the School of Health Sciences. Deadline dates differ. The Certificate in the Didactic Program in Dietetics deadlines are: June 1 for September entry, November for January entry and March 1 for May entry.

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 mailing the application materials (except TOEFL where required) to the School of Health Sciences. All documents submitted become the property of Simmons College and cannot be returned to the applicant. The packet includes:

1. A completed application (the entire application is not required: carefully review the application), checklist, and Certification of Finances Form (for non-U.S. citizens only),
2. A non-refundable \$50 application fee made payable to Simmons College.
2. 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 grades from the most recently completed academic term.
3. 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 Health Sciences.
4. 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. One letter should be from a faculty member. Both the recommendation form in the application for admission and individual letters, written on official letterhead stationery should be sent directly to the Office of Admission for the School of Health Sciences.

In addition, the following should be sent directly to the School of Health Sciences by the testing or educational agencies and by recommenders:

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 shs code is 3761. Further information can be obtained by directly contacting: GRE, Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, or by telephone, 609-771-7670, or visit www.gre.org.

APPLICATION DEADLINE FOR CERTIFICATE IN SPORTS NUTRITION

Carefully review application deadline dates for programs in the School for Health Studies. Deadline dates differ. The C.S.N. deadline for fall (September) entry is June 1 and for spring (January) entry, it is November 1.

ADMISSION REQUIREMENTS FOR 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 American Dietetic Association (visit: <http://www.simmons.edu/academics/undergraduate/nutrition/programs/1362.php>

for more information regarding the didactic program in dietetics at Simmons). Applicants must submit the A.D.A .application **and the Simmons graduate nutrition application**; carefully review the Simmons application since only certain sections of the application is required.

Application Procedure for Dietetic Internship Program

Applicants are responsible for mailing the application in one packet: the A.D.A application and Simmons application (except GRE and/or TOEFL where required, if also applying to the M.S. program) to the School of Health Sciences. All documents submitted become the property of Simmons College and cannot be returned to the applicant. The packet includes:

1. A completed American Dietetic Association (A.D.A.) Supervised Practice Program Application Form, **and** pages A, B, C and N of the Simmons application, a personal statement (see page B for instructions) and the Certification of Finances Form (for non-US citizens only).
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 should be from a food and nutrition instructor. The American Dietetic Association (A.D.A) Supervised Practice Program Application recommendation form is required.
3. Verification of completion of Didactic Program in Dietetics approved by the Commission on Accreditation for Dietetics Education of the American Dietetics Association 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, made payable to Simmons College.
5. 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 the most recent term grades. If official transcripts are not available, students should submit copies of their grade reports but an official transcript is required to finalize the admission process.

6. 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 Health Sciences.

In addition, the following should be sent directly to the School of Health Sciences by the testing, educational agencies or appropriate individuals:

- I. If you are concurrently applying to the M.S. program, official scores of the GRE, taken within 5 years prior to the application deadline or 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. TOEFL does not replace GRE; both exams are required. 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 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 ADA-approved Didactic Program in Dietetics or from D & D Digital Systems. This request should be made early enough to allow turn around 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@sigler.com

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 SHS a deferral of the entrance date for a maximum of one year. The student must indicate what he/she will do in the interim. If granted a deferral, a non-refundable enrollment deposit is required by the date stated in the letter of admission to ensure enrollment. 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.

REAPPLICATION PROCEDURE

An applicant who wishes to have a previous application reactivated should submit her or his request in writing to the Assistant Dean/Director of Admission of SHS. 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 submit 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 six (6) elective credits 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 Health Sciences. The student must have earned a grade of B or better.

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 at <http://www.simmons.edu/shs/admission/finaid/>.

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 March 1 deadline for summer or fall entry or October 1 for spring entry 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://my.simmons.edu/services/sfs/> or by calling the Office of Student Financial Services at 617.521.2001.

The Office of the Admission of the School of Health Sciences offers assistance in the form of scholarships and assistantships. These limited merit awards or assistantships are competitive and are based on merit. **It is important to understand that no merit award will fully cover tuition.** Applicants are automatically considered for these merit awards. There is no separate, special application for merit awards.

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.

The Commonwealth of Massachusetts mandates proof of medical insurance for students who are at least three-quarters time (nine credits). You may be required to purchase this insurance if you are not already covered by your personal health plan. Simmons College will accept American Express, Master Card, Visa and Discover Card payments for graduate tuition. Students may present their cards in person to the Student Accounts Office, or by fax, 671.521.3195. The College regrets it cannot accept credit card information over the telephone.

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 Health Sciences (SHS) 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 to study in the U.S. must be enrolled full time in an academic program. Carefully review the individual program descriptions in this catalog 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 the first page of the application for specific dates. These dates are when all materials must be received, not the postmark date. 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 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

All applicants must request that the Educational Testing Service (ETS) submit official scores of the GRE (Graduate Record Exam), taken within five years prior to the application deadline, for the specific program options which require this exam. Copies of student score reports are not acceptable. The SHS code is 3761. Further information about this exam can be obtained by directly contacting: GRE, Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, telephone 609.771.7670 or www.gre.org.

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. TOEFL does not replace GRE. The minimum acceptable score is 570 (Paper Test) or 230 (Computer Test). Copies of student score reports are not acceptable. The SHS 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.

Applications 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" enclosed in the application. This form must be completed and returned directly to the SHS Office of Admission. If this form is not used, 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.

Merit Awards and Assistantships

The School of Health Sciences offers limited merit awards or assistantships. These small awards are very competitive, and are based on merit. Students must be enrolled full-time for consideration. **Applicants should understand that stipends would not cover the entire cost of tuition.** All applicants are considered for merit awards and assistantships during the application review process; no separate application is required. Simmons College does not offer state or federal financial aid to non-U.S. citizens. Because Simmons College and SHS are unable to provide extensive funding to non-U.S. citizens, please carefully consider the ability to meet the financial obligations before submitting an application. Please see our website at http://www.simmons.edu/shs/forms/intl_loans.pdf for a partial listing of private loan sources.

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 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 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. Students who choose to live in campus housing are allowed to use those facilities during official school breaks in December/January and May to August.

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 Human Resources, or the applicable dean for appropriate action.