

SIMMONS
School of Management

Academic Information and Policies
Graduate and Undergraduate Programs

February 2, 2016

Preface

The Academic Information and Policies (Academic Policy) is published by the Simmons School of Management faculty and staff. It is updated annually on August 15th and throughout the year, if the need arises. It provides current information on college policies, program requirements and expectations. When a new version is available, it will be made available to all students. For on campus programs, it will be posted on SOM internal student website. For online programs, it will be uploaded to the Orientation course and will be e-mailed to students.

Students are responsible for familiarizing themselves with all changes made to the SOM Academic Policy. Students are subject to the most recent version of the Academic Policy.

While the Academic Policy is formally revised on an annual basis, the program reserves the right to change any policy, process, or procedure at any time. Students will be notified of any such changes via e-mail and the new versions will be available.

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

Table of Contents

| | |
|--|----|
| Preface | 2 |
| SOM Mission, Vision and Values | 9 |
| The School of Management’s Mission | 9 |
| The School of Management’s Vision | 9 |
| The School of Management Values | 10 |
| Academic Program Goals by Program | 11 |
| Master of Business Administration (MBA) Program Goals | 11 |
| Health Care Master of Business Administration (HCMBA) Program Goals | 11 |
| Master of Health Administration (MHA) Offsite Program: Program Goals | 12 |
| Master of Science in Management (MSM) Program Goals | 13 |
| Undergraduate (UG) Management Program Goals | 13 |
| SOM Honor Societies and Academic Honors | 15 |
| Beta Gamma Sigma, Alpha Delta Sigma and Upsilon Phi Delta | 15 |
| UG Departmental Recognition and Honors in Management | 15 |
| Graduate Honors | 15 |
| Academic Policies | 16 |
| Student Work and Intellectual Property | 16 |
| Assignments, Deliverables and other Course Requirements | 16 |
| Classroom Norms | 17 |
| Student Participation and Classroom Protocol | 18 |
| Course Evaluations | 19 |
| Disability Services | 19 |
| Educational Rights and Privacy | 19 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

| | |
|---|----|
| Examinations | 20 |
| Examinations in the Online Programs | 20 |
| Legal Holidays | 21 |
| Religious Observances | 21 |
| Netiquette | 22 |
| Notice of Non-Discrimination | 23 |
| Academic Standards | 24 |
| Honor Code | 24 |
| Violations of the Honor Code | 24 |
| Simmons College Hazing Policy | 25 |
| Title IX and the Simmons College Gender-Based Misconduct Policy | 26 |
| Sexual Harassment Policy Procedures and Resources | 27 |
| Student-On-Student Sexual Harassment and Grievance Procedures | 27 |
| Policy Against Sexual Harassment | 27 |
| Sexual Harassment Grievance Procedures | 28 |
| Informal Resolution | 28 |
| Formal Resolution | 28 |
| Student-on-Student Sexual Misconduct | 28 |
| Confidential Resources | 29 |
| Limits on Confidentiality | 29 |
| Reporting Sexual Misconduct | 30 |
| College Response to Complaint of Sexual Misconduct | 30 |
| Non-Retaliation Policy | 30 |
| Academic Standards for all SOM Graduate Programs | 31 |
| Two grades of C | 31 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

| | |
|--|----|
| A grade of F in a course | 31 |
| Academic Warning and Academic Review Process | 31 |
| Academic Review Process | 32 |
| Grades and Grade Point Average Translations for the Graduate Programs | 33 |
| Graduate Letter Grade Percentile Range | 34 |
| Grading Policies | 34 |
| Academic Policies for all SOM Graduate Students | 35 |
| Access to Online Learning Resources (<i>on campus only</i>) | 35 |
| Adding/Switching Courses | 35 |
| Attendance | 35 |
| Audits (<i>on campus only</i>) | 35 |
| Class Time Conflicts | 36 |
| Completing the Degree | 36 |
| Course Waivers and Transfer Credits | 36 |
| MBA Program and HCMBA Program Waivers and Transfer Credits For Entering Students | 36 |
| HCA and MSM Waivers and Transfer Credits | 37 |
| Coursework Completion while on Active Duty/Military Assignments | 38 |
| Email Policy | 38 |
| Incompletes | 39 |
| Internships, Fieldwork, Practicum and Independent Studies (<i>on campus only</i>) | 40 |
| Leave of Absence | 40 |
| Prerequisites | 41 |
| Taking courses at other Business Schools or within other Simmons Graduate Schools | 41 |
| Taking courses within the SOM but outside of your home program (<i>on campus only</i>) | 41 |
| Technology Hardware and Software specifications | 42 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

| | |
|--|----|
| Transferring from one SOM graduate Program to another SOM graduate program | 42 |
| Walking at May Commencement with unfinished degree requirements | 42 |
| Withdrawal from a Course | 42 |
| Degree Requirements – MBA Program | 44 |
| Course Requirements - Master of Business Administration | 44 |
| Math Competency Requirement (Online only) | 44 |
| Excel Requirement (Online only) | 44 |
| Technology Fluencies | 44 |
| MBA Course Requirements - Prior to Fall 2012: 48 - 52 credits | 45 |
| MBA Course Requirements - Fall 2012 and after - 54 credits | 46 |
| MBA@Simmons Course Requirements - March 2016 and after - 54 credits | 47 |
| Concentrations - MBA (On campus only) | 48 |
| Degree Requirements – Health Care MBA Program | 50 |
| Course Requirements - Health Care Master of Business Administration | 50 |
| Math Competency Requirement (Online only) | 50 |
| Excel Requirement (Online only) | 50 |
| Technology Fluencies | 50 |
| Health Care MBA Course Requirements - 54 credits | 51 |
| HealthCareMBA@Simmons Course Requirements - 54 credits | 52 |
| Health Care MBA Leadership Competencies | 53 |
| Degree Requirements - MHA Offsite Program | 54 |
| Course Requirements - Masters in Health Administration | 54 |
| Waiving the GRE/GMAT Requirement in the MHA Program | 55 |
| MHA Leadership Competencies | 55 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

| | |
|--|----|
| Degree Requirements for Health Care Administration Certificate of Advanced Graduate Study (C.A.G.S.) (<i>on campus only</i>) | 56 |
| Master of Health Administration to a Health Care Master in Business Administration (<i>on campus only</i>) | 56 |
| Course Requirements: MHA to HCMBA Degree | 56 |
| Degree Requirements - MCM Program | 57 |
| Courses Requirements - MCM | 57 |
| Degree Requirements - Master of Science in Management Program | 58 |
| Course Requirements | 58 |
| Specialization Courses (4 courses required) | 58 |
| Dual Degree Programs (<i>On campus only</i>) | 60 |
| Degree Requirements - Dual Degree MCM Program and Gender/Cultural Studies | 60 |
| Degree Requirements - Dual Degree MSM Program and Gender/Cultural Studies | 61 |
| Course Requirements | 61 |
| Degree Requirements Dual Degree - MBA and ULP or MSW with the School of Social Work | 63 |
| ULP or MSW/MBA Dual Degree Part Time, 3 Year Program | 63 |
| Application and Academic Policy Information | 64 |
| Academic Standards and Policies for the Undergraduate Program | 67 |
| Academic Warnings | 67 |
| BSBA/MBA students taking MBA courses (<i>On campus only</i>) | 67 |
| Class Schedules | 67 |
| Course Attendance | 67 |
| Course Structure | 68 |
| Course Waivers - Dix Scholars | 68 |
| Double Majors/Minors | 69 |
| Final Examinations | 69 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

| | |
|---|----|
| Grades | 69 |
| Graduation Criteria | 70 |
| Incompletes | 70 |
| Independent Learning Requirement | 70 |
| Mid - Semester Reports | 71 |
| Pass/Fail | 71 |
| Prerequisites | 71 |
| Transfer Policies | 71 |
| Degree Requirements - Bachelor of Science in Business Administration | 74 |
| Course Requirements | 74 |
| Major in Business and Management | 75 |
| Major in Finance | 76 |
| Major in Marketing | 77 |
| Major in Retail Management: The Prince Program in Retail Management | 78 |
| Interdisciplinary Majors | 79 |
| Interdisciplinary Major in Arts Administration | 79 |
| Interdisciplinary Major in Chemistry - Management | 80 |
| Interdisciplinary Major in Public Relations and Marketing Communications | 81 |
| Interdisciplinary Major in Financial Mathematics | 82 |
| Minors | 83 |
| The BSBA/MBA or the BSBA/MSM Combined Degree Programs (<i>On campus only</i>) | 87 |
| Post - Baccalaureate Program Leading to a Diploma | 88 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

SOM Mission, Vision and Values

The School of Management's Mission

The Simmons College School of Management is a premier source of transformative business and professional education aimed at creating successful, principled leaders for the competitive business world of today and tomorrow.

Our unique MBA program is designed to educate women to be powerful leaders in their chosen endeavors. Other SOM graduate programs educate women and men to be leaders in health care and to achieve success in a diverse group of management specialties.

Our undergraduate business degree creates the opportunity for workplace success right out of college.

Our faculty brings excellent teaching, research, and real world experience to their specialties. We generate cutting edge research and thought leadership in gender and diversity dynamics in organizations through our Center for Gender in Organizations and in health services research and policy through our Center for Research in Health Policy and Management.

We are an authoritative resource and a key partner for organizations committed to strengthening their performance through the recruitment, retention, and advancement of women as organizational leaders.

The School of Management's Vision

We are committed to educating students to be leaders who understand the necessity to be both exceptional at what they do, and principled in how they do it.

We focus on students as individuals: we invest in their success and support them as they launch, advance and change their careers.

We are committed to the advancement of knowledge and practice in management through superior, distinctive education and research. Our multiple programs incorporate rigorous, applied management education and entrepreneurial insights through classroom experiences and internships. Our programs integrate the strategic, functional, and behavioral aspects of management and our students gain the knowledge and analytical skills they need to successfully lead in dynamic, global environments.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

The School of Management Values

- Strategic, rigorous, and experienced-based management education.
- Decision-making supported by critical thinking and analytical skills.
- Industry interaction that informs our teaching, offers internships and employment opportunities to our students, and creates value for our industry partners.
- Problem-solving capability in complex environments under uncertain conditions.
- Thought leadership and cutting-edge practice in analyzing, understanding, and addressing gender and diversity dynamics in organizations.
- Ethical, socially responsible, and sustainable management practices that enhance both the performance of organizations and the welfare of society.
- Innovation, change leadership, and entrepreneurship in the for-profit, nonprofit, and governmental sectors.
- Faculty excellence in teaching.
- Thoughtful integration of teaching, research, and practice.
- The diversity of our students and the value that diversity brings to improving effectiveness in both the classroom and the organization.
- Continuous improvement of teaching and of learning experiences in response to changing environments.
- A dynamic and committed community of faculty and staff.
- A vibrant network of students, alumnae, employers, and partners as a critical resource for individuals and for the School.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Academic Program Goals by Program

Master of Business Administration (MBA) Program Goals

1. **Analysis and Decision Making:** Simmons graduates make effective and efficient decisions within ambiguous contexts. They base their decisions on critical reasoning, using quantitative analyses and other appropriate tools, technologies, and methodologies.
2. **Exercise of Leadership and Power:** Simmons graduates develop enhanced self-knowledge and skills to lead diverse teams and organizations to achieve desired results. They can diagnose the dynamics of gender and power within organizations to act influentially and negotiate their conditions for success.
3. **Career Strategies:** Simmons graduates understand the impact of gender on managing careers and develop personal career strategies that allow them to maximize their career potential.
4. **Global Perspective:** Simmons graduates understand the global context in which organizations operate. They can analyze the internal and external environments of organizations and use these analyses effectively for decision-making in global settings.
5. **Social Responsibility:** Simmons students will make ethical, socially responsible and fiscally sound decisions in their organizations and businesses.

Health Care Master of Business Administration (HCMBA) Program Goals

1. **Analysis and Decision Making:** Simmons HCMBA graduates make effective and efficient decisions that are sensitive to ambiguous contexts and conflicting objectives among participants in the health care system. They base their decisions on available data and critical reasoning, utilizing quantitative analyses and other appropriate tools, technologies, and methodologies.
2. **Exercise of Leadership:** Simmons HCMBA graduates develop enhanced self-knowledge and skills to lead diverse teams and complex organizations with diverse partnership models to achieve desired results. They can act influentially with clinicians and non-clinicians and negotiate their conditions for success.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

3. **Performance Based Accountability:** Simmons HCMBA graduates develop responsibility to self, to the success of their organization, and to the wellness of the entire community. They aspire to improved performance, seek always to measure performance achievement, are accountable for their actions, and operate in a transparent manner.
4. **Social Responsibility:** In the complex health care environment, there are many inequities. Simmons HCMBA graduates are sensitive to these inequities and make ethical, socially responsible and fiscally sound decisions in their organizations and businesses.
5. **Health Industry Knowledge:** Simmons HCMBA graduates demonstrate understanding of the health care system and the environment in which health care leaders function. They know how to apply that knowledge to leadership of health care organizations.

Master of Health Administration (MHA) Offsite Program: Program Goals

1. Develop leadership and management competencies of working professionals in health care.
2. Be the program of choice for working professionals in health care.
3. Continue academic rigor and excellence.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Master of Science in Management (MSM) Program Goals

1. Explore management and leadership practices and theory that contribute to organizational efficiency and success.
2. Recognize the important managerial roles of responsibility, authority and accountability in organizations
3. Develop leadership and management skills and competencies for managing employees, facilitating project teams and communicating effectively within an organization
4. Recognize and articulate the role of diversity in organizational effectiveness
5. Examine current thematic issues that contribute to managerial excellence; social responsibility, creativity and innovation, and emerging communications technology.

Undergraduate (UG) Management Program Goals

Program Goal #1: Leadership

Simmons graduates, as members of a team or as individuals, are prepared to provide strategic and principled leadership within organizations.

Learning objectives:

1. Understand and apply norms of high performing team dynamics.
2. Understand and apply principles of team project management.
3. Understand and apply strategic and principled leadership.

Program Goal #2: Knowledge of the Disciplines

Simmons students understand the theory and practice of the various management disciplines, and can apply appropriate vocabulary, models, and frameworks to multiple functional areas in the context of organizations.

Learning Objectives:

1. Understand the underlying management theories in the various functional areas within an organization.
2. Demonstrate a variety of analytical tools in various functional disciplines.
3. Use appropriate discipline specific vocabulary to describe organizational structures, processes and behaviors.

Program Goal #3: Problem Solving and Analytical Thinking

Simmons graduates can analyze, think critically, and reason quantitatively in response to complex professional issues in global and technologically sophisticated environments.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Learning Objectives:

1. Use analytical skills to identify and diagnose specific organizational problem(s).
2. Generate and evaluate alternative solutions using creative and innovative problem-solving skills.
3. Make concrete recommendations supported by a detailed implementation plan.

Program Goal #4: Gender and Cultural Diversity.

Simmons graduates understand and appreciate the strategic and behavioral roles of gender and cultural diversity in organizations and are prepared to effectively manage their careers in context.

Learning Objectives:

1. Recognize and articulate the role of diversity and its impact on organizational effectiveness.
2. Identify and analyze personal and organizational issues and solutions
3. Develop personal career strategies as a woman to respond to a complex work environment.

Program Goal #5: Communication

Simmons graduates can communicate effectively and professionally, choosing appropriately from a portfolio of written, oral, and visual techniques and styles to best convey a desired message to a selected audience.

Learning Objectives:

1. Demonstrate effective oral communication skills.
2. Demonstrate professional written communication skills.
3. Develop visual aids that support written communication and oral presentations.

Program Goal #6: Ethics and Social Responsibility

Simmons graduates bring integrity and ethics to organizations and are adept at applying a socially responsible lens to evaluate situations and implement solutions to complex societal and managerial issues.

Learning Objectives:

1. Reflect on the role and impact of personal social responsibility in community and organizations.
2. Identify and understand the ethical implications of organizational issues and managerial decisions.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

SOM Honor Societies and Academic Honors

Beta Gamma Sigma, Alpha Delta Sigma and Upsilon Phi Delta

Beta Gamma Sigma (BGS) is the premier honor society for students enrolled in business and management programs accredited by AACSB International (The Association to Advance Collegiate Schools of Business), the world's top accreditation distinction for business schools. The Society's membership comprises the brightest and best of the world's business leaders and is drawn from students in the top academic ranks of their class.

Joining more than a half a million members worldwide, Beta Gamma Sigma members receive benefits including lifetime access to 18 alumni chapters in major metropolitan areas across the United States and Hong Kong, as well as access to the BGS Career Central job board and an on-line membership community. This lifelong commitment to its members' academic and professional success is defined in the Society's mission: to encourage and honor academic achievement in the study of business, to foster personal and professional excellence, to advance the values of the Society, and to serve its lifelong members.

Alpha Delta Sigma is the honor society that is part of the American Advertising Federation for our marketing students. The requirements are that the student must be current in dues membership, be a senior, rising senior or graduate student, have taken at least two advertising or marketing courses, and have a minimum undergraduate GPA of 3.25 or graduate GPA of 3.60.

Upsilon Phi Delta is a select and distinguished national academic honor society for students studying healthcare administration. The organization's mission is to recognize, reward, and encourage academic excellence in the study of health administration. GPA's are 3.8 and above.

UG Departmental Recognition and Honors in Management

An undergraduate student in one of the four School of Management majors qualifies for Departmental Recognition with a GPA of 3.5 or higher in management (MGMT) courses. Departmental Honors are offered to qualified students (3.5 or higher GPA in MGMT courses) subject to the College requirements.

Graduate Honors

The top 10% of every graduating class in the graduate programs will receive high honors and top 5% will receive highest honors and diplomas get reprinted with the honors designation on it.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Academic Policies

Student Work and Intellectual Property

Definition: Student Works are papers, computer programs, dissertations, theses, artistic and musical works, and other creative works made by Simmons students in the pursuit of her/his academic coursework while enrolled as a student.

Ownership and Use: Students shall own copyright in Student Works except in the following cases:

- a) Copyright to Traditional Works authored by faculty with assistance from a student shall be owned by faculty or the College in accordance with the terms of this policy.
- b) The College shall own a Student Work that is a Sponsored or Externally Contracted Work as set forth in this Policy.
- c) Student Works created in the course of the student's employment by the College shall be considered Works Made for Hire, and the College shall retain ownership and use of such works.
- d) Works created by students for third parties as part of an internship or experiential learning program are not subject to this policy.

View complete [Simmons Copyright Policy](#) and [Simmons Intellectual Property Policy](#).

Assignments, Deliverables and other Course Requirements

No required student assignments should be due after the last scheduled final exam of the semester/term. Faculty may make exceptions to the above due date with the approval of the Program's Associate Dean or Program Director. Faculty members may allow students to build on previously submitted course assignments if appropriate. Students are responsible for checking with the faculty member.

Faculty members expect all students to take exams and submit all other course requirements at the scheduled time according to the syllabus. Students are expected to turn in all assignments on or before their due date. If the assignments are turned in late, the course instructor can choose to accept it with or without penalty. The faculty member's policy should be included in the course syllabus or in written assignment instructions.

During the semester/term, faculty members normally return exams and papers or have them available for review within two weeks of their submission date for final grade submission. At the end of a semester/term, the due date for final grade submission will dictate when grading must be complete. Students should have an opportunity to see and discuss their graded examinations and papers. At their discretion, faculty members may require that all graded materials be returned and kept in the faculty office or Programs

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Office. For the online programs, exams and papers are submitted and stored on the Learning Management System.

The Program Office will hold deliverables for one semester post-graduation for students and any remaining deliverables will be shredded. This does not apply to online programs.

Classroom Norms

Faculty members should expect standards of professional behavior in the classroom to enhance the learning experience for all students. The SOM expects all students to show tolerance for the other's point of view and express their own opinions respectfully.

On campus students are expected to:

- Arrive on time and stay for the duration of the class.
- Use a name card.
- Turn off cell phones and other portable communication devices.
- Use laptop appropriately: Note the faculty-specific policy regarding laptop use in class.

Online students are expected to:

- Attend all live sessions.
- Be on time - Log in to the session early enough to have the audio and camera setup. Be ready to work when the class time begins.
- Be professional - Treat live class time as a professional setting.
 - Use headphones with a microphone.
 - If possible, sit at a desk or table when attending Live Sessions.
 - Classmates and faculty in the live session can see what students are doing at home. Eating dinner while in class can be distracting to other people in the room.
- Respect the classroom
 - Dress: Be appropriately dressed - comfortable clothing is fine but do not attend class in pajamas or beachwear.
 - Setting: Set up the live session classroom space in a quiet private area where family, pets and other distractions will not interrupt the classroom.
- Have proper lighting: Be sure the camera has the appropriate lighting on your face. Avoid too much backlight, such as a bright window behind you, since it will make it difficult for your face to be seen.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

- Be prepared - Each week you are expected to prepare for the live session prior to class time; specific details on work to be completed before live session can be found in the course work area for each week. Section Instructors will review this prior to the live session and use it to inform discussion and deepen learning.
- Be engaged - You are expected to be ready to work during your live session. Live session is not a passive experience - it requires your full presence and commitment to learning. Each week you must be prepared to listen to your classmates, offer feedback and engage in a lively discussion

Students should be aware that faculty members may vary in their expectations of classroom behaviors. Students must ensure that they understand the norms and rules inside each classroom. The instructor should also be the first point of contact for any classroom issues or questions.

Student Participation and Classroom Protocol

The primary mission of the Simmons College School of Management (SOM) is to educate our students to be successful and principled leaders in the business careers of their choice. To address these aspects of business education, the following constitute basic standards that we will expect students to follow on the Simmons Campus and in virtual classrooms.

Career success must be a joint effort on the part of the student as well as the SOM.

- Students must participate fully both in the classroom and in other opportunities provided by the SOM in order to experience the true value of the SOM education.
- Participation in Career Services events and career conferences, in interviewing opportunities and other counseling is essential to success, as is completing a resume in the desired format and within the appropriate deadlines.
- Students are expected to show a positive attitude toward these and other SOM activities, clubs, meetings etc.

Simmons College is committed to providing every student with a safe learning environment, and the SOM shares this commitment.

- Students should consider others in their choice of language and avoid demeaning comments, racial or ethnic slurs and other potentially offensive language.
- SOM Faculty strive to engage each student in the classroom and believe that the classroom should be an area for learning.
- Classroom participation is encouraged, and faculty members will establish rules regarding absence from class without prior notice.
- Students are expected to engage in activities in the classroom that do not interfere with the learning environment, including non-class related use of computers or phones, side conversations and other forms of disruptive behavior.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

The SOM welcomes guests who are considering the SOM for their graduate program and want to attend a class.

- Admissions will work with faculty and host students to coordinate these visits.
- When students are presenting on a particular topic or organization, the host organization may want to attend the presentation. Students should work with their faculty on logistics and ground rules for their participation.

Simmons College values family life and has worked to develop policies that support families. However, given the importance of classroom work and the desire to promote an academic environment that facilitates focused learning, children should not be brought into classrooms or other instructional and student support areas.

Course Evaluations

As part of our continuous improvement efforts, student feedback on program goals, established course learning objectives and course content is very important to the SOM faculty and administration. Faculty will allot time for online evaluations near the end of the course for completing evaluations. Once grades are submitted, each instructor will have access to her or his course evaluations. The Academic Programs Office is responsible for the distribution and collection of student course evaluations. For online programs, course evaluations are made available in the course site.

Disability Services

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

[Disability Services website](#)

Educational Rights and Privacy

Under the terms of the [Family Educational Rights and Privacy Act \(FERPA\)](#), student educational records must be protected. The student's official transcript, financial aid records, letters of recommendation or reprimand, class schedules, records containing personal information about the student, program and college files, copies of e-mails, "unofficial" files, or any other educational material which is identifiable by student name or ID, are all private. Because of the complexities of FERPA, faculty members are encouraged to call the General Counsel or the Registrar with any questions they may have about FERPA.

Under the terms of the Family Educational Rights and Privacy Act (FERPA), schools and programs are not permitted to publicly post exam, assignment, or course grades in hallways or classrooms. Online postings on password-protected sites are allowed. Faculty members

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

should NOT allow students to sort through stacks of graded papers or exams to retrieve their own papers or exams, even if the grade is not on the first page.

Examinations

Faculty expect all students to take or submit exams at the scheduled times as stated on the course syllabus. Students should read their schedules and syllabi carefully when planning work related travel, conferences and other professional obligations in order to avoid conflicts.

In extenuating circumstances, the faculty member may allow an exam to be taken at a different time by a student. In these circumstances, the student is responsible for notifying the faculty member of the need to reschedule an exam well in advance of the scheduled date when possible.

The faculty member will make arrangements with the student for an alternative testing date and time. The faculty member may give a different exam, change the delivery method of the exam, require a different deliverable, or otherwise adjust the exam as deemed appropriate. This decision is strictly up to the faculty member teaching the course.

Examinations in the Online Programs

While you may be occasionally asked to go to a local testing site for a proctored, high stakes examination, most of your quizzes and tests will be conducted online. Unless otherwise stated, you may not collaborate with others or use any references during any examination. This means that during an exam you may not:

- Open another browser window or use any other method to look up an answer
- Communicate with anyone via online chat, telephone, email, text message, in person, or via any other method.
- Use your phone or video camera
- Ask someone to take the exam for you or
- Copy or photograph exam questions for your personal use or to share with others

Remember, unless otherwise instructed, you will be required to have your two-way video camera on during the online exam and a faculty member with access to your photo ID will be proctoring the exam online. All students will be required to sign the Simmons Honor Pledge prior to exams. After the exam, you should not discuss it with other students who have not yet taken it.

It is the student's responsibility to assure proper technology (i.e. computer, webcam, etc.) and reliable access to the internet/technology prior to synchronous sessions, and exams in particular in order to complete course work (i.e. exams, synchronous/asynchronous sessions, assignments, etc.).

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

If a student anticipates a technology issue prior to any of these situations, his/her Section Instructor and Student Support should be notified proactively. **Exam retakes are not allowed.** Students should contact Student Support immediately if there is a technology issue during an exam. All of these situations will be reviewed by the Section Instructor, Course Lead and Program Director.

Legal Holidays

On Campus Programs:

On campus evening classes may be held on all federal and state holidays during the semester. Students should check their syllabi closely for class meeting dates.

Classes may be held on religious holidays that are not legal holidays. Faculty and students should make reasonable accommodations to meet course requirements. Faculty members with conflicts have the option to have a guest speaker or have another faculty member teach the course in their absence.

Online Programs:

Online programs do not observe federal and state holidays. If a live session falls on a major holiday, such as Thanksgiving, the instructor will work with the class to find a mutually agreed upon time to reschedule the class during that calendar week. Live-session classes are not held on holidays that fall during the December winter break.

Religious Observances

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

Religious accommodation is not discretionary and covers all religions and religious holidays. Questions about absences for religious observances should be directed to the Office of Student Life.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Netiquette

Netiquette refers to the rules and guidelines of etiquette that govern online conversation. All students are expected to demonstrate the same professional behavior and mutual respect for faculty and colleagues in the online environment as they would demonstrate face to face.

- Respect confidentiality - Do not share recordings or files without permission.
- Follow basic computer etiquette when interacting with your instructor and peers. For example, if you enter a chat room or board in the middle of a discussion, give yourself some time to make sure you understand the discussion before posting.
- Rapidly written and quickly read responses may be easily misunderstood. It is easy for messages to be misinterpreted, since there are no physical gestures or voice inflections that accompany the text. Keep this in mind and do your best to be empathetic when misunderstandings arise.
- Proof all written communication. Think about how and what you are communicating, both in live sessions and through written posts.

Use of Social Media

- Any materials protected by intellectual property owned by faculty or other students should not be posted on Social Media.
- Private social-media based students groups are not officially connected with the School of Management or Simmons College. If you are looking for an official response to a question or issue, please be sure to contact the School of Management directly.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Notice of Non-Discrimination

Chartered in 1899 and opened in 1902, Simmons College is first and foremost an academic community whose primary goals are to prepare women and men to be well informed, open-minded, and sensitive to values. To attain these goals we seek to create an atmosphere within which students may learn to become actively engaged members of society and to develop the resources to lead rich personal lives. 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, disability, national origin, ancestry, age, sex, gender identity and expression, sexual orientation, or veteran's status.

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

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

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

If you are a student and you have a complaint about unlawful discrimination or harassment, you should bring your concerns to the dean of your school or to the Dean for Student Life. Complaints or inquiries concerning the College's policies and compliance with applicable laws, statutes, and regulations may also be directed to the College President's Office, or to the College's General Counsel, in C-208 or 617-521-2276. Your complaint should contain your name and address, so that we can contact you, and give a brief description of the actions you believe to be unlawful. You should bring your complaint in a timely manner, usually no later than 60 days after you become aware of the alleged violation. The President or appropriate College officer (or his or her designee) will conduct an investigation and issue a written decision on the complaint, ordinarily within 45 days.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Academic Standards

Honor Code

As an academic community, Simmons School of Management attempts to provide an academic program and a learning environment that enhances student intellectual and personal development, preserves the rights of individuals and organized groups, and encourages individuality while affirming commitment to the community dimensions of college life. [Simmons Honor Code](#)

Integrity and honesty in the performance of all assignments and examinations both in the classroom and outside are essential. A student who cheats or submits work that is not his/her own violates the principle of high standards and jeopardizes the right to continue in any Simmons graduate or undergraduate program. The relationship between instructors and students requires cooperation and trust in maintaining the ideals and spirit of an honor code.

Students that use group work as a base for an individual assignment in the same course or another course are required to cite that paper in their references. If a student's previous individual work is used, it should be cited as well. In either of these instances, it is imperative that the student check with the faculty member to make sure that substantial use of previous work for the current assignment is allowed for that course. If there are any additional questions, it is the student's responsibility to check with their faculty member.

Faculty may require that exams include the statement: "I have neither given nor received unauthorized help during this examination." This statement can be written on the exam by the student, or preprinted on the exam; in either case the statement must be acknowledged and signed by the student.

Academic and community violations will be referred to the Simmons College Honor Board. If a student fails to comply with the Honor Code, the faculty member is obligated to follow the appropriate course of action as indicated in the Student Handbook. The Simmons Student Handbook or the Simmons College Catalog is the primary source for [honor code and violation procedures](#).

Violations of the Honor Code

Cheating

- This includes copying others' work, collaborating without authorization, using crib notes or other unauthorized source materials during examinations, accessing and using others' computer files without authorization, and violations of specific regulations from the instructor.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Plagiarism

- This is defined as intentionally or unintentionally using someone else's work, works, thoughts, or ideas without giving proper credit. When a source is not cited, it is assumed that the works, work, thoughts, or ideas are the sole product of the author, i.e., the student. Plagiarizing includes handing in as one's own work a paper on which a student has received extensive aid with substance and/or structure without acknowledging that help, as well as using one paper for more than one course without authorization to do so. Material used from outside readings, reference, or the like, must be noted by using footnotes, endnotes, or whatever notation devices are appropriate for the field of study. Direct quotations must be differentiated from the text by using quotation marks or using single-space indentation.
- Students should be extra cautious to cite appropriately in courses that require both group and individual work within them. Students should always check with their faculty member about any questions in this area.

Misusing library resources

- This includes mutilating, stealing, deliberately mis-shelving, concealing, or defacing materials (marking, underlining, highlighting).

Misusing technology resources on computer software and hardware

- This includes stealing hardware/software, or the unauthorized reconfiguration of software programs.

Illegally duplicating software or violating software-licensing agreements

- Software license agreements prevent the duplication of any software application that an individual does not personally own. This excludes public domain software (shareware or freeware).

Violating copyright law

- Students are expected to follow the [Simmons College Copyright Policy](#).

Simmons College Hazing Policy

Simmons College adheres to and enforces the Massachusetts law that prohibits the practice of hazing and makes such behavior a crime. [Simmons Hazing Policy](#) prohibits hazing of any form by any member of the Simmons community or any student group, organization, or sports team. Violation of this hazing policy shall constitute a violation of the Honor Code of Responsibility and depending on the location of and individuals involved with a violation, case shall be heard by the Honor Board, the Residence Campus Judicial Board, and/or the Social Activities Review Board.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

The text of the law, Massachusetts General Laws, c. 269, ss. 17, 18, & 19, is included in the link so each member of the Simmons community may understand the definition of "hazing" and the consequences of organizing, participating in, or witnessing and failing to report hazing. Persons observing hazing should immediately report the violation to the chairperson of the Honor Board or another member of the Student Life staff. In addition, all student groups, teams, and organizations shall provide written documentation each year to Student Life or another designated office that each member is aware of the law, has received a copy of it, and agrees to comply with it.

Title IX and the Simmons College Gender-Based Misconduct Policy

Title IX Federal law states that all students have the right to gain an education free of gender-based discrimination. Some examples of gender-based discrimination, as defined by this law include sexual harassment or exploitation, sexual assault, domestic/dating violence, and stalking. In compliance with Title IX, Simmons College has a 'Gender-Based Misconduct Policy' which defines these forms of misconduct, outlines College protocol and procedures for investigating and addressing incidences of gender-based discrimination, highlights interim safety measures, and identifies both on and off-campus resources.

Simmons College encourages all community members to report incidences of gender-based misconduct. If you or someone you know in our campus community would like to receive support or report an incident of gender-based discrimination, please contact any of the following:

- Simmons College Title IX Coordinator, Regina Sherwood (for faculty/staff concerns): Office Location: THCS Office, Room C-210 / Phone Number: (617) 521-2082
- Simmons College Deputy Title IX Coordinator, Sarah Neill (for student concerns): Office Location: Provost's Suite, in room C-219 / Phone Number: (617) 521-212
- Associate Dean of Student Life and Title IX Representative, Raymond Ou: Office Location: Student Life in room C-211 / Phone Number: (617) 521-2125
- Coordinator of Simmons Violence Prevention and Educational Outreach Program, Gina Capra: Office Location: Room W-003 / Phone Number: (617) 521-2118
- Simmons College Public Safety: Office Location: Lobby of the Palace Road Building, Phone Number: (617) 521-1111 (emergency) or (617) 521-2112 (non-emergency)

Additionally, the Gender-Based Misconduct Policy has a Consensual Relationships clause that prohibits intimate, romantic or sexual relationships between students, faculty, staff, and contract employees of the College, teacher's assistants, and supervisors at internship/field placement sites.

View full [Simmons College Gender-Based Misconduct Policy](#).

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

Sexual Harassment Policy Procedures and Resources

Student-On-Student Sexual Harassment and Grievance Procedures

Simmons College strives to maintain an academic and social environment for students that are free from sexual harassment. Under Title IX of the Education Amendments of 1972, sexual harassment is considered a form of sex discrimination and prohibited on all academic, residential, and other college-related settings and activities, whether on or off-campus.

Simmons College has designated a Deputy Title IX Coordinator for overseeing all investigations regarding student-on-student sexual harassment:

Raymond Ou, Assistant Dean for Student Life
C211-MCB, 617-521-2125,
raymond.ou@simmons.edu
300 The Fenway
Boston, MA 02115

Policy Against Sexual Harassment

The College's policy against sexual harassment prohibits unwelcome verbal or nonverbal sexual advances or requests for sexual favors or other conduct of a sexual nature that creates a hostile and intimidating environment that interferes with a student's performance in academic or nonacademic settings. Sexual harassment may involve behavior of a person of either sex against a person of the opposite or same sex.

The following are examples that may constitute sexual harassment between students:

- Use of sexual epithets, jokes, written or oral references to sexual conduct, or gossip regarding one's sex life
- Sexually oriented comments about an individual's body, sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner, sexual gestures, and suggestive or insulting comments
- Inquiries in one's sexual experiences
- Discussion of one's sexual activities
- Unauthorized video or audio taping of sexual activity

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Sexual Harassment Grievance Procedures

Simmons students who believe that they are victims of sexual harassment by another student or faculty member have the following options in filing a grievance:

Informal Resolution

Please Note: Informal resolutions are NOT an appropriate form of intervention for sexual misconduct or assault, which includes unwelcomed and inappropriate touching.

1. Student reports the alleged sexual harassment to the appropriate student affairs director or dean and commits to writing the desire to pursue an informal resolution process. The administrator will consult closely with the Deputy Title IX Coordinator throughout the informal process.
2. If complainant is satisfied with the resolution, a written summary of the resolution will be filed with the Deputy Title IX Coordinator.
3. If the matter is not resolved, the student may choose to initiate a formal resolution process.

Formal Resolution

1. Student submits a written request for formal resolution to the appropriate student affairs director or dean in order to initiate an investigation. Simmons College encourages the reporting individual to submit the complaint within 30 business days of the alleged sexual harassment conduct.
2. The student affairs administrator, in consultation with the Deputy Title IX Coordinator, will investigate the allegations, which may include interviewing the complainant, the respondent, witnesses, and other relevant parties; thoroughly review all relevant facts and institutional policies; provide documentation of all steps taken to conduct a comprehensive investigation of allegations.
3. The investigation is typically completed under 60 calendar days. If extenuating circumstances warrant additional time, the student affairs administrator must communicate to the complainant any changes to the expected timeline for concluding the investigation.
4. At the conclusion of the investigation, the student affairs administrator consults with the Deputy Title IX Coordinator, who may refer the matter to the Simmons College Honor Board for a formal hearing.

Student-on-Student Sexual Misconduct

Sexual misconduct violations are criminal actions defined by lack of consent. These acts can be perpetrated by someone known or unknown, including an acquaintance, spouse, partner, date, relative, friend, or stranger. It can be perpetrated by individuals of any gender, gender identity and expression, and sexual orientation.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Giving consent means freely communicating, through words or actions, your agreement to engage in sexual activity. Silence, a past sexual relationship, a current relationship, or the use of alcohol and/or other drugs by the perpetrator are not excuses for rape or sexual assault and do not imply consent.

Non-consensual sexual contact includes, but is not limited to, actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted sexual intercourse, digital penetration, and/or penetration with an object.

Non-consensual sexual intercourse (sexual assault) is characterized by penetration, which may be oral, vaginal, or anal, by either a body part or object. It may include an implicit or explicit threat and/or use of force. It can also include circumstances in which an individual is not capable of giving consent because she/he is intoxicated, unconscious, physically incapacitated, mentally impaired, or under the age of 16.

Confidential Resources

Students that wish to keep the details of an incident of sexual misconduct strictly confidential may utilize the following resources:

- Simmons Health Center
94 Pilgrim Road, Boston MA
617-521-1020 (ask to speak with a nurse)
- Simmons Counseling Center
Palace Road 305, Boston MA
617-521-2455
- Simmons Health Education
Betsy's Friends/Sexual Assault Peer Educators
94 Pilgrim Road, Boston MA
617-521-1001
- www.aftersilence.org
- www.sassnh.org
- silentnomore.org

Limits on Confidentiality

While Simmons College remains committed to protecting the privacy of all individuals involved in a sexual misconduct or sexual assault incident, campus officials that receive notice, whether directly from the student or a third party, are obligated under federal law to initiate an administrative investigation. Immediate steps must be taken to eliminate the sexual misconduct, prevent its recurrence, and respond to the incident's effect on the community,

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

which may include issuing timely campus warnings, coordinating support resources, and initiating educational efforts.

Reporting Sexual Misconduct

Reporting sexual misconduct does NOT mean that the student has made a commitment to pursue criminal proceedings.

Public Safety is available 24 hours a day 7 days a week at 617-521-1111

During business hours, you may also contact the **Deputy Student Life Title IX Coordinator:**

Raymond Ou, Assistant Dean for Student Life
C211-MCB, 617-521-2125,
raymond.ou@simmons.edu
300 The Fenway
Boston, MA 02115

College Response to Complaint of Sexual Misconduct

1. The complainant will be assigned a resource coordinator, who will offer guidance on reporting options and available resources.
2. Interim measures, such as rearranging class schedules, extracurricular activities, dining, and housing options may be taken.
3. No contact orders may be issued to the complainant and the respondent.

Non-Retaliation Policy

Simmons College is committed to responding to reports of sexual misconduct and encourages members of the community to report such incidents without fear of retaliation or intimidation.

Threats, acts of retaliation, or any act of intimidation that discourages reporting or participating in the investigative and/or disciplinary process will result in immediate disciplinary action. Any individual who is threatened should immediately report the concerns to Campus Safety at 617-521-1111 or the Student Life Deputy Title IX Coordinator:

Raymond Ou, Assistant Dean for Student Life
C211-MCB, 617-521-2125,
raymond.ou@simmons.edu
300 The Fenway
Boston, MA 02115

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

Academic Standards for all SOM Graduate Programs

A degree will not be granted to any student whose final academic record includes:

- more than two C grades
- a grade of Failure in any course

In total, no student will be allowed to repeat more than two courses throughout his/her graduate program at the SOM. This total includes repeating courses where the student has earned a grade of F, or repeating courses where the student has earned a C. This total also includes courses taken either at Simmons or another institution.

Two grades of C

Any student who has received two course grades of C will be placed on academic warning. A formal written Academic Warning will be sent to the student indicating that his/her academic progress is below the satisfactory levels, and that earning one additional C in a future course will automatically initiate a formal academic review process (see below for details.)

A grade of F in a course

Any student who has received one or more failing grades will automatically be put into a formal academic review process (see below for details.) A grade of Failure requires that the student clear the grade of F before proceeding with any other SOM courses.

If the student intends to complete the course at the SOM, the student must register for the course again and is responsible for all tuition and fees.

Any request to take a course outside the SOM must be approved in advance by the appropriate Program Director and the Associate Dean for Graduate Programs.

Grades of F are not removed from the student's transcript because the transcript is the written record of the student's academic performance.

Academic Warning and Academic Review Process

If a student experiences difficulties during a course, it is the student's responsibility to discuss his/her status with the instructor. Mid-semester/term warnings are not given to graduate students.

The SOM Academic Programs Office is responsible for tracking the academic progress of students, for notifying students of policy violations, and reporting to the Academic Review Committee as necessary.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

- After the end of every semester/term, the SOM Academic Programs Office will prepare a summary report of all grades of C or F before the next term begins.
- By the end of the first week of the next semester/term, the SOM Academic Programs Office will:
 - Notify any student who has accumulated a total of two C grades over the course of the program with a letter of formal Academic Warning. This letter will be sent by email to the Simmons email account of the student with a return receipt.
 - Notify any student who received any F grade, or who has accumulated more than 2 Cs over the course of the program with a letter indicating that a Formal Academic Review (see below for details) has been initiated. This letter will be sent by email to the Simmons email account of the student with a return receipt.

Academic Review Process

Any student who has accumulated more than two course grades of C or any failing grade will automatically have his/her entire academic record and academic standing in his/her graduate program reviewed by the Academic Review Committee and not be allowed to continue in his or her program until the grade of F has been cleared, or one of the grades of C has been cleared.

The Committee consists of the Associate Deans and several appointed faculty members who meet as needed. Students are strongly encouraged to submit a personal statement discussing why they have performed poorly and what their plan for improvement is. Students are also encouraged to discuss any hardship that the committee might consider in their review of the student's record.

Students with more than two accumulated course grades of C or any failing grade are not considered in good academic standing by the SOM. In such cases, the faculty, at its discretion, can decide on one of the following two courses of action:

1. Temporary removal from degree candidacy:

- The student will be removed from degree candidacy, and will be required to retake courses to clear the F grade and/or the C grades in excess of the maximum limit before continuing in the program.
- In the case of multiple Cs, (i.e. 3 C's or more), the Academic Review Committee may designate the course(s) which they require the student to repeat.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

The student will be readmitted to degree candidacy and allowed to re-enroll for the following semester only upon completion a grade of B- or higher in the designated course(s).

2. *Exclusion from the program:*

A student who has been excluded from the program will be removed from degree candidacy and will be withdrawn from the program. If he/she wishes to continue any graduate studies at the SOM, the student must apply for re-admission. The SOM requires that the student wait a minimum of one year before re-applying to the program.

Grades and Grade Point Average Translations for the Graduate Programs

The Simmons School of Management uses grades to provide students with feedback on their overall performance in each course. All courses are graded on the basis of A, A-, B+, B, B-, C and Failure. An explanation of the grading system follows:

- A Outstanding performance in which the student's classroom and written work has been consistently excellent. A=4.00
- A- Superior performance in which the student's classroom and written work has been consistently very strong. A-= 3.67
- B+ Very good performance in which the student's classroom and written work has demonstrated mastery of course material. B+=3.33
- B Good performance in which the student's classroom and written work has demonstrated competency in handling course material. B=3.00
- B- Minimally acceptable performance, which has been deficient in some respects. B-=2.67
- C Marginal performance, which has been deficient in many respects. C=2.00
- F Performance has not met minimal standards of the course. No credit will be given. F=0.00
- I INCOMPLETE: Student has not completed the course requirements by the end of the semester/term.

Pass/Fail – Pass/fail courses are not considered for GPA calculation.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Graduate Letter Grade Percentile Range

Online programs will use the following letter grade percentile ranges. For on campus courses, faculty may modify these ranges at their discretion.

- A 100%-94%
- A- 93%-90%
- B+ 89%-87%
- B 86%-84%
- B- 83%-80%
- C 79%-70%
- F Below 70%

Grading Policies

A syllabus for each course is distributed at the beginning of a semester/term. Faculty will indicate on the syllabus what course requirements are (exams, papers, projects, etc.), the due dates, the expectations in regard to the honor code, the role of class participation, and how the final course grade is calculated.

Because courses vary in content and teaching approach, the grading process will differ from course to course and individual faculty members will also differ in applying their grading standards to student performance. The individual faculty member, using his/her best judgment, is solely responsible for grades in the course. Students must take all courses, including Internships and Independent Studies, for a letter grade.

Faculty members are responsible for posting their grades online by the deadlines established by the Registrar of the College. After the final deadline for such posting, the following grade change policies will apply.

If a faculty member issues a grade in error (such as a calculation or transcription error), and the student and the faculty member agree that the grade needs to be changed, the faculty member may initiate a grade change. The appropriate Program Director and/or the Associate Dean must approve this change. The change should then be submitted in writing to the SOM Academic Programs Office, who will notify the Registrar of the College to change the grade in question.

If a student has questions about a course grade for any other reason, he/she should make an appointment and speak with the individual faculty member within two weeks following the date the grade was posted. If a student wishes formally to appeal her grade, he/she should submit the appeal, in writing to the Program Director and/or the Associate Dean for Graduate

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Programs. A successful appeal must prove that the grade in question was awarded in a capricious and arbitrary manner, was based on ex post facto criteria, or was discriminatory.

Academic Policies for all SOM Graduate Students

Access to Online Learning Resources (*on campus only*)

A Program Director or an SOM Associate Dean may grant access to Moodle after review and determination that access is necessary and appropriate, does not infringe on the activities of learners and faculty, and does not threaten the academic integrity of the learning. Although Moodle is not open to public access, it is not a private or confidential domain; neither students nor faculty should assume privacy within an online course.

Adding/Switching Courses

On campus programs:

After the first full week of classes, students need permission from the faculty member to add/switch courses. No course can be added after the second meeting of the class. See [Registrar's Office SOM graduate registration pages](#) for semester specific dates.

Online programs:

Students are able to register themselves on AARC up until the day before classes begin. The Add/Drop period begins the Monday after registration ends. Students may add or drop a class until the end of week 2 of a course by Sunday at 11:59pm Eastern Time by emailing the Registrar's Office. Students will no longer be able to make changes to themselves on AARC. After week 2, if a student wishes to drop a course, they must receive a course withdrawal from their Simmons Academic Adviser. Students will be withdrawn from the course once the form has been submitted, and they will receive a "W" grade on their transcript.

Attendance

Preparation and participation are important parts of a learning process that is not confined to simplistic recitation of case facts. Developing the ability to listen, to think on one's feet, to respond intelligently to unexpected challenges, to concede error with some grace, and to see contradiction not as criticism but as a potential expansion of one's habitual way of thinking are primary goals. It is expected that students will attend all class meetings for the courses for which they are registered. In general, students who attend less than 75% of class meetings will have their final course grade reduced. Instructor policy regarding course attendance is included in the course syllabus.

Audits (*on campus only*)

Formal audits must have the approval from the faculty member, the Program Director, and the Associate Dean for Graduate Programs. This approval must be obtained before the first

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

class. Students auditing a course are expected to attend all classes, and participate fully in class discussions and activities. There is a tuition discount for formal audits of 15%. Formal audits appear on a student's transcript. Informal audits are not allowed.

Class Time Conflicts

No student will be allowed to register for two courses that have any classes scheduled at the same time.

Completing the Degree

Students must complete all degree requirements within five years of being admitted to the School of Management. This limit includes time spent on a leave of absence. A petition for an additional year may be requested through the Associate Dean for Graduate Program for extenuating circumstances that require extra time.

The SOM gives no credit for failed courses. To meet the credit requirement for graduation, students must either retake the same course (in the case of a required course), or take the same or a different course (in the case of an elective). A failed course grade is not removed from the student transcript as the transcript is simply a written record of all work done at Simmons.

All courses taken at the SOM, including those taken in excess of graduation requirements, are included in a student's GPA.

Students who are enrolled in coordinated degree programs such as the MBA/MSW program, or dual degree programs such as the MCM/GCS program will be eligible for all academic honors and awards and will be eligible to participate in all graduation ceremonies once all required SOM courses have been completed. For any award involving a GPA as the primary requirement, all SOM coursework must have been completed.

Course Waivers and Transfer Credits

MBA Program and HC MBA Program Waivers and Transfer Credits For Entering Students

While the SOM expects that students will take all or most of their coursework within the program to which they were admitted at Simmons College, entering students may apply for limited course transfers and waivers. All transfer credit requests will be reviewed by the appropriate Program Director and then by the Associate Dean for Graduate Programs, in consultation with the relevant faculty members.

Petitions for transfer credits start at the SOM Academic Programs Office. Up to nine credits of coursework may be transferred in by an entering student, and up to two courses may be waived. Accompanying documentation should include a grade transcript, a syllabus for the prior coursework, and a statement saying why the student feels the course credit should be

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

transferred or why the course should be waived.

For transfer of credits:

- Courses must have been completed within the last three years.
- Student must have received a grade of B or better.
- Courses must be graduate level and from AACSB accredited (or equivalent) business programs, or CAMHE accredited for health care programs.
- Up to 12 credits earned in another masters level program may be transferred into an SOM MBA or HCMBA degree at the discretion of the Associate Dean for Graduate Programs or the HCMBA Program Director.
- Transfer credit only transfers credit, and not the grade. The SOM GPA calculation only includes work completed at Simmons.

In addition:

Entering MBA students may waive up to two courses. The MBA will generally only consider for waiver the following three courses: GSM 411/MBAO Economics, GSM 420/MBAO 420 Financial Reporting and Analysis and GSM 415/MBAO 415 Quantitative Analysis.

Entering HCMBA students may waive up to two courses. The HCMBA will consider for waiver MBAH 420/MBAO 420 Financial Reporting and Analysis or MBAH 415/MBAO 415 Quantitative Analysis. Based on a review with the HCMBA Program Director, students with relevant graduate level course work and extensive experience may be able to waive MBAH 410/MBAHO 410 Health Economics or MBAH 448/MBAHO 448 HC Information Technology.

For course waivers:

- Student must demonstrate prior relevant coursework.
- Student must pass a waiver exam with a grade of B or better within the first week of the first semester/term of the MBA or HCMBA program. A faculty member with expertise in the area will grade the waiver exam.
- Course waivers do not affect the number of course credits required for graduation.
- If the student successfully waives out of the course, normally, he/she will be required to substitute the course credit with an advanced elective.

HCA and MSM Waivers and Transfer Credits

While the SOM expects that students will take all or most of their coursework within the program to which they were admitted at Simmons College, entering students may apply for limited course transfers and waivers. All transfer credit will be reviewed by the Associate Dean for Graduate Programs, in consultation with the relevant faculty members.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Petitions for either transfer credits or course waivers start at the SOM Academic Program Office. Accompanying documentation should include a grade transcript, a syllabus for the prior coursework, and a statement saying why the student feels the course credit should be transferred or why the course should be waived. Up to eight credits of coursework may be transferred in by an entering student, and up to two courses may be waived.

For transfer of credits:

- Courses must have been completed within the last five years.
- Quarter hour credits transfer at two thirds of a semester hour.
- Student must have received a grade of B or better.
- Courses must be graduate level and from accredited (or equivalent) graduate programs.
- Up to 12 credits earned in another masters level program may be transferred into an SOM MBA degree at the discretion of the Associate Dean for Graduate Programs or the HCMBA Program Director.
- Transfer credit only transfers credit, and not the grade. The SOM GPA calculation only includes work completed at Simmons.

For course waivers:

- Student must demonstrate prior relevant coursework.
- Student must have a grade of B or better
- Course waivers do not affect the number of course credits required for graduation.
- If the student successfully waives out of the course, he/she will be required to substitute the course credit with an advanced elective.

Coursework Completion while on Active Duty/Military Assignments

Students, who are required to participate in weekly or monthly meetings, weekend drills, annual trainings, military schooling or another training or official military event as a member of the ROTC, National Guard, Reserves, or as a member of the Inactive Ready Reserve, will be excused from class.

- The student must provide a copy of his/her orders or a letter from a unit commander or a readiness/full-time staff Non-Commissioned Officer (NCO).
- If a student seeks to be excused from class while at drill, on orders, etc., the student is required to contact the faculty member about making up missed work prior to the class session. The faculty member is responsible for giving the student a reasonable extension for making up missed work. A one-day extension per day of class excused is recommended.

Email Policy

All students are responsible for information sent to them using their simmons.edu address. Information about how to forward Simmons email is available through the technology web site.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Incompletes

Students are expected to complete required course work by the last day of final examinations. In extenuating circumstances, a student may request a grade of Incomplete from the course instructor. "Extenuating circumstances" include deaths in the family, personal illness, and professional obligations that are demonstrably beyond the student's control.

A request for a grade of Incomplete must be in writing and include an outline of the student's plan to complete the outstanding work, including the date on which the work will be submitted. Both the student and the instructor must approve the request. If approved by the instructor, the student should provide the request to the Associate Dean for Graduate Programs by the last day of the semester/term. It is the student's responsibility to monitor progress and to complete the work satisfactorily and on time.

If a student receives a grade of Incomplete at the end of the semester/term, the Program Office will send a reminder email to the student within 15 days after the courses grades are due. The Program Office will send the notice by email and copy to the instructor of record.

Deadlines for on campus programs: Students must complete the outstanding work no later than September 15 for the summer semester, January 20 for the fall semester, and June 1 for the spring semester.

Deadlines for online programs: Students must complete the outstanding work no later than 3 weeks after the start of the next term.

If a student is unable to do so within the stated period of time, the grade of Incomplete will become a grade of F. Faculty members have the option to set earlier deadlines for resolution of a grade of Incomplete.

Students may request an extension of a deadline for a grade of Incomplete beyond the original specific deadline. Students must request extensions in writing and obtain approval of the instructor. The Associate Dean for Graduate Programs must approve requests for an extension.

See the section entitled "Prerequisites" for the handling of incompletes in courses that are prerequisites for courses to be taken in a subsequent semester/term. If the course for which an Incomplete is being granted is a pre-requisite for a course in which the student is registered in the following semester/term, the student must complete all outstanding work for the Incomplete by the end of the first week of classes in the following semester/term or will be withdrawn from any course requiring it as a prerequisite. All work must be delivered to the appropriate faculty.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Internships, Fieldwork, Practicum and Independent Studies (*on campus only*)

Internships, fieldwork, practicum, and independent studies are all opportunities for graduate students to apply knowledge and skills from their graduate program to a self-directed learning experience. All internships, practica and/or fieldwork must be approved in writing in advance by an SOM faculty member willing to work with the student on the applied learning activity. These consent approvals will be required by the Academic Programs Office before the student will be registered for the course. Normally, only one internship, fieldwork, practicum or independent study course will count towards the SOM graduate program degree requirements.

Internships, Fieldwork, Practicum (on campus only)

Internships, fieldwork and practica are applied learning experiences that allow students to experience a business assignment within a host organization. Students take the lead to identify host organizations and a preceptor in that organization. Requirements include substantial time spent at the host organization and a deliverable of a substantial project deliverable. Only SOM faculty may supervise an internship, practicum or fieldwork.

Independent Study (on campus only)

Independent studies offer students the opportunity to spend considerable time over the course of the semester investigating an area of personal interest. Independent studies require substantial work and typically result in a research paper of a caliber that could be presented by the student at a conference and/or could be submitted for possible publication.

There is a minimum GPA requirement of a 3.5 or above for students to be eligible for an independent study. Students contemplating an independent study will take the lead in developing and completing the independent study through all phases including identifying a specific SOM faculty member willing to work on the project, conducting primary or archival research, and completing a 20-30 page research paper and bibliography.

Leave of Absence

Any officially registered and matriculated student may apply for a leave of absence for professional, academic or personal circumstances through the Academic Program Office. Normally, no more than a one year leave of absence is granted. Students should understand the impact of the leave on his/her program of study and know the date by which degree requirements must be completed. Students have 5 years from the first semester/term enrolled to complete the program. Any extension needs to be petitioned through the Associate Dean for Graduate Programs.

Any student who has received a loan for the College or Federal Financial Aid should consult

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

with their counselor in advance of applying for a leave of absence, as there are often significant implications on funding and repayment terms.

Prerequisites

Students must meet prerequisite requirements for courses prior to the start date of the class. Students, not faculty, have the responsibility for ensuring that these requirements are met. If a student wishes to petition for an exception to this policy, he/she must receive permission first from the course instructor and then from the appropriate Program Director and/or the Associate Dean for Graduate Programs.

All grades earned in a course will remain on the student transcript and be subject to the academic policy requirements even if a student has not met the pre-requisites.

If a student receives an Incomplete in a course that is a prerequisite for another course to be taken in the subsequent semester/term, the student must meet all remaining course requirements to clear the Incomplete within the first week of class. If the student does not clear an Incomplete in a prerequisite for any course within the allowable period, the SOM academic program office will automatically withdraw the student from that course.

Taking courses at other Business Schools or within other Simmons Graduate Schools

MBA students may petition to take up to two electives in other graduate programs of business that are AACSB accredited (or equivalent) or within the graduate programs at Simmons. HCMBA students may petition to take up to two electives in other graduate programs of business that are AACSB and/or CAHME accredited (or equivalent), or within the graduate programs at Simmons. For each course approved, the student will receive three academic credits contingent upon a grade of B or better.

All electives taken at other institutions or within Simmons must be approved by the Associate Dean for Graduate Programs in advance of the starting date of the course. Course syllabi will be required for approval.

Taking courses within the SOM but outside of your home program (*on campus only*)

SOM students may petition to take up to two electives in other SOM graduate programs if the course is not already approved as an SOM cross-registered course. For each course approved, the student will receive three academic credits contingent upon a grade of B- or better.

All electives taken in a program other than the student's home program must be approved by the Program Director and then by the Associate Dean for Graduate Programs in advance of the starting date of the course.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Technology Hardware and Software specifications

On campus programs:

Students are strongly recommended to follow the College standards as it relates to computer hardware and software specifications. Most courses allow students to work from either a PC or Mac platform, but occasionally there is a course requirement that requires PC software.

Online programs:

Required technology for all programs:

- A laptop or desktop computer (tablets are not compatible with all features)
- An internal or external webcam for your computer
- A strong internet connection
- At least two of the following internet browsers - Google Chrome, Mozilla Firefox and Safari (Mac Only)
- A phone line for audio (either cell or landline)
- A headset for the type of phone you are using

Software Compatibility for online programs:

An automatic compatibility check is provided as part of the Learning Management System. It will provide a compatibility readout along with instructions for any needed corrections.

Transferring from one SOM graduate Program to another SOM graduate program

Students will be required to formally apply to be admitted to another program. If admitted, students must withdraw from original program. Students should consult with the Associate Dean for Graduate Programs as well as Admissions. Course credits will be evaluated on an individual basis.

Walking at May Commencement with unfinished degree requirements

Students who will finish their degree requirements no later than August and are within two courses of completion may petition to walk at Commencement. Approval is given from both the Programs Office and the Registrar.

Withdrawal from a Course

On campus programs:

Students may withdraw from a course up to the date of the final class session prior to final exam or final presentation date, whichever date comes first. No refunds are given after the official add/drop date posted by the College, and a "W" will be recorded on the transcript. If the student does not make a formal withdrawal before the deadline, a grade of "F" will be recorded on the transcript. A grade of W is not removed from a student transcript even if the course is repeated, as the transcript is only a written reflection of what has happened over the

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

student's time at Simmons.

Online programs:

If you are unable to continue in a specific course you can withdraw from the course up until Sunday of the 8th week at 11:59 p.m. Eastern Time. If a student wishes to withdraw, they must receive a course withdrawal form from their Simmons Academic Advisor. Students will be withdrawn from the course once the form has been submitted.

After the 8th week, students are not able to withdraw from a course; students will remain registered and earn a letter grade. It is highly recommended that you speak to your course faculty prior to requesting a withdrawal. A "W" will be noted on your official transcript. Students are allowed to withdraw from one particular course no more than twice.

Tuition Refunds (both on campus and online):

The [Tuition Refund Policy](#) is available on the Student Financial Aid website. Recipients of financial aid must notify the Office of Student Financial Services before withdrawing from any course. Any change in status may result in the loss of eligibility for certain loan/aid programs and require repayment of any financial aid money distributed to the student.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Degree Requirements – MBA Program

The Master of Business Administration (MBA) requires the satisfactory completion of all course work

- 48 credit hours for students in progress prior to September 2010
- 52 credits for students accepted September 2010-May 2012
- 54 credits for students accepted in September 2012 or later.

Course Requirements-Master of Business Administration

Math Competency Requirement (Online only)

If a student is admitted to the MBA@Simmons conditionally, the student will need to demonstrate the ability to succeed in the program by passing the Math Competency Exam prior to the add/drop date of the first term and by getting a B or better in the first two courses in the program.

The Math Competency exam is a 50 question, multiple-choice exam. It includes ten questions in each of five concept areas: percentages, fractions, decimals, ratios, and basic algebra. The student must get an overall score of 85% or higher to pass the exam.

Students have three attempts to pass the math competency exam. If, after three attempts, the student does not pass the Math Competency Exam, the student will not be allowed to continue in the program.

Excel Requirement (Online only)

The SOM requires all students entering the MBA@Simmons program to pass an Excel requirement prior to registration for Term 2 courses. **Students are required to pass the Pretest in the Harvard Business School Publishing spreadsheet course with a grade of 50% or higher.** Students will not be allowed to register for Term 2 courses until this requirement is completed.

Students receive instructions on how to enroll in the spreadsheet course after depositing. Students are enrolled in the spreadsheet course and have access to the course content before and after taking the pretest. Students are allowed retake the pretest as many times as necessary to attain a score of 50% or higher.

Technology Fluencies

Students are expected to possess the technology competencies necessary for success in an MBA Program. These competencies have been defined by the faculty within individual courses and approved by the Curriculum Committee that are necessary for success in the MBA program.

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

MBA Course Requirements - Prior to Fall 2012: 48-52 credits

| | | |
|---------|---|-------|
| GSM 403 | Foundations of Business | 0 cr. |
| GSM 411 | Economic Analysis for Managers | 2 cr. |
| GSM 412 | Business, Government and the Global Economy (Prerequisites: GSM 411)) | 3 cr. |
| GSM 415 | Quantitative Analysis | 3 cr. |
| GSM 420 | Financial Reporting and Analysis | 3 cr. |
| GSM 421 | Managerial Accounting (Prerequisite: GSM 420) | 3 cr. |
| GSM 425 | Marketing Management (Prerequisite: GSM 415, GSM 420, GSM 411) | 3 cr. |
| GSM 426 | Strategy 1 | 1 cr. |
| GSM 430 | Technology and Operations Management | 3 cr. |
| GSM 431 | Information Technology (Prerequisite: GSM 430) | 2 cr. |
| GSM 435 | Finance (Prerequisites: GSM 411, GSM 415 and GSM 420) | 3 cr. |
| GSM 440 | Strategic Management Capstone (Prerequisites: GSM 411, GSM 415, GSM 420, GSM 421, GSM 425, GSM 427 GSM 430, GSM 435, GSM 455, GSM 465, and pre/co-requisites GSM 412, GSM 470) | 3 cr. |
| GSM 441 | Leadership, Governance and Accountability (Prerequisites: GSM 412, GSM 420, GSM 421, GSM 425, GSM 426, GSM 430, GSM 435, GSM 460, GSM 465, and pre/ co-requisites: GSM 412 and 431) | 2 cr. |
| GSM 450 | Career Strategies | 1 cr. |
| GSM 455 | Leading Individuals and Groups | 3 cr. |
| GSM 460 | Communications Strategies | 1 cr. |
| GSM 465 | Leading Organizational Change (Prerequisite: GSM 455) | 3 cr. |
| GSM 470 | Negotiation and Conflict Management (Prerequisite: GSM 455) | 2 cr. |
| GSM 5XX | Electives (8-12 credits in total; many have prerequisites). | 3 cr. |

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

MBA Course Requirements- Fall 2012 and after-54 credits

| | | |
|---------|--|-------|
| GSM 403 | Foundations of Business | 0 cr. |
| GSM 411 | Economic Analysis for Managers | 3 cr. |
| GSM 412 | Business, Government and the Global Economy (Prerequisites: GSM 411)) | 3 cr. |
| GSM 415 | Quantitative Analysis | 3 cr. |
| GSM 420 | Financial Reporting and Analysis | 3 cr. |
| GSM 421 | Managerial Accounting (Prerequisite: GSM 420) | 3 cr. |
| GSM 425 | Marketing Management (Prerequisite: GSM 411,GSM 415, GSM 420) | 3 cr. |
| GSM 427 | Strategic Thinking and Analytical Decision Making (Co-requisite: GSM 420) | 3 cr. |
| GSM 430 | Technology and Operations Management | 3 cr. |
| GSM 435 | Finance (Prerequisites: GSM 411, GSM 415 and GSM 420) | 3 cr. |
| GSM 440 | Strategic Management Capstone (Prerequisites: GSM 411, GSM 415, GSM 420, GSM 421, GSM 425, GSM 427, GSM 430, GSM 435, GSM 455, GSM 465, and pre/co-requisites GSM 412, GSM 470) | 3 cr. |
| GSM 442 | Financial Strategies Prerequisites: GSM 411, GSM 415, GSM 420, GSM 421, GSM 425, GSM 427, GSM 430, GSM 435, GSM 455, GSM 465, and pre/co-requisites GSM 412, GSM 470) | 3 cr. |
| GSM 455 | Leading Individuals and Groups | 3 cr. |
| GSM 465 | Leading Organizational Change (Prerequisite: GSM 455) | 3 cr. |
| GSM 470 | Negotiation and Conflict Management (Prerequisite: GSM 455) | 3 cr. |
| GSM 5XX | Electives (12 credits in total; many have prerequisites). | 3 cr. |

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

MBA@Simmons Course Requirements- March 2016 and after-54 credits

| | | |
|----------|--|-------|
| MBAO 403 | Foundations of Business | 0 cr. |
| MBAO 411 | Economic Analysis for Managers (Prerequisite: MBAO 415) | 3 cr. |
| MBAO 412 | Business, Government and the Global Economy (Prerequisites: MBAO 411) | 3 cr. |
| MBAO 415 | Quantitative Analysis | 3 cr. |
| MBAO 420 | Financial Reporting and Analysis | 3 cr. |
| MBAO 421 | Managerial Accounting (Prerequisite: MBAO 420) | 3 cr. |
| MBAO 425 | Marketing Management (Prerequisite: MBAO 411, MBAO 415, MBAO 420) | 3 cr. |
| MBAO 427 | Strategic Thinking and Analytical Decision Making (Prerequisite: MBAO 420) | 3 cr. |
| MBAO 430 | Technology and Operations Management (Prerequisite: MBAO 415) | 3 cr. |
| MBAO 435 | Finance (Prerequisites: MBAO 411, MBAO 415 and MBAO 420) | 3 cr. |
| MBAO 440 | Strategic Management Capstone (Prerequisites: MBAO 411, MBAO 415, MBAO 420, MBAO 421, MBAO 425, MBAO 427, MBAO 430, MBAO 435, MBAO 455, MBAO 465, and pre/co-requisites MBAO 412, MBAO 470) | 3 cr. |
| MBAO 442 | Financial Strategies Prerequisites: MBAO 411, MBAO 415, MBAO 420, MBAO 421, MBAO 425, MBAO 427, MBAO 430, MBAO 435, MBAO 455, MBAO 465, and pre/co-requisites MBAO 412, MBAO 470) | 3 cr. |
| MBAO 455 | Leading Individuals and Groups | 3 cr. |
| MBAO 465 | Leading Organizational Change (Prerequisite: MBAO 455) | 3 cr. |
| MBAO 470 | Negotiation and Conflict Management (Prerequisite: MBAO 455) | 3 cr. |
| MBAO 5XX | Electives (12 credits in total; may have prerequisites). Note: Two electives must be intensives, at least one based in Boston. | 3 cr. |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Concentrations-MBA (On campus only)

For students graduating in January, you should have all concentration forms into the Programs Office by October 1. For students graduating in May, the final date to declare concentrations is March 1.

Concentrations-MBA (On campus only - Prior to Fall 2014)

Students need a minimum of 9 credits within a concentration to satisfy the concentration requirements. All concentrations have different requirements within them. Required courses for each concentration are listed below:

| | |
|-------------------------------------|--|
| Business and Financial Analytics | GSM 520 Strategic Performance Measures OR GSM 535 Financial Modeling |
| Marketing | GSM 526 Research Design and Analysis |
| Sustainability/CSR | GSM 516 Sustainability Analysis and Reporting or GSM 505 Sustainability and Strategy GSM 512 Corporate Social Responsibility |
| Nonprofit | GSM 561 Nonprofit Management GSM 560 Financial Management in Nonprofit Organizations GSM 563 Philanthropy, Policy and Fundraising in the Nonprofit sector |
| E-Ship | GSM 570 Creativity Innovation and Entrepreneurship GSM 571 Business Plans GSM 5xx designed with your Eship concentration advisor |
| Health Care | MBAH 480 The Health System MBAH 410 Health Economics OR MBAH 436 Health Financial Strategy GSM 5xx or HCMBA 5xx designed with your Heath Care concentration advisor |
| Organizational Leadership | GSM 553 Gender, Diversity and Leadership GSM 551 Principled Leadership GSM 511 Culturally Intelligent Leadership |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Concentrations-MBA (*On campus only - Fall 2014 and later*)

Students need a minimum of 9 credits within a concentration to satisfy the concentration requirements. All concentrations have different requirements within them. Required courses for each concentration are listed below, but concentration chairs can approve exceptions.

| | |
|-----------------------|--|
| Financial Analysis | Select three from the following: GSM 520 Strategic Performance Measures GSM 524 Financial Statement Analysis GSM 536 Investments GSM 560 Financial Management of Non-Profits |
| Marketing | GSM 526 Research Design and Analysis Select two electives with Concentration Advisor |
| Nonprofit Management | GSM 561 Nonprofit Management GSM 560 Financial Management in Nonprofit Organizations GSM 563 Philanthropy, Policy and Fundraising in the Nonprofit sector |
| Entrepreneurship | GSM 570 Creativity Innovation and Entrepreneurship GSM 571 Business Plans Select one electives with Concentration Advisor |
| Healthcare Management | MBAH 480 The Health System MBAH 410 Health Economics OR MBAH 436 Health Care Financial Strategy GSM 5xx or HCMBA 5xx selected with Concentration Advisor |

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

Degree Requirements – Health Care MBA Program

The Health Care Master of Business Administration (HCMBA) requires the satisfactory completion of all course work: 54 credits. Students must complete 48 credit hours of required courses and 6 credit hours of electives.

Course Requirements-Health Care Master of Business Administration

Math Competency Requirement (Online only)

If a student is admitted to the HealthCareMBA@Simmons conditionally, the student will need to demonstrate the ability to succeed in the program by passing the Math Competency Exam prior to the add/drop date of the first term and by getting a B or better in the first two courses in the program.

The Math Competency exam is a 50 question, multiple-choice exam. It includes ten questions in each of five concept areas: percentages, fractions, decimals, ratios, and basic algebra. The student must get an overall score of 85% or higher to pass the exam.

Students have three attempts to pass the math competency exam. If, after three attempts, the student does not pass the Math Competency Exam, the student will not be allowed to continue in the program.

Excel Requirement (Online only)

The SOM requires all students entering the HealthCareMBA@Simmons program to pass an Excel requirement prior to registration for Term 2 courses. **Students are required to pass the Pretest in the Harvard Business School Publishing spreadsheet course with a grade of 50% or higher.** Students will not be allowed to register for Term 2 courses until this requirement is completed.

Students receive instructions on how to enroll in the spreadsheet course after depositing. Students are enrolled in the spreadsheet course and have access to the course content before and after taking the pretest. Students are allowed retake the pretest as many times as necessary to attain a score of 50% or higher.

Technology Fluencies

Students are expected to possess the technology competencies necessary for success in a Health Care MBA Program. These competencies have been defined by the faculty within individual courses and approved by the Curriculum Committee that are necessary for success in the program. The on campus HCMBA is delivered in a hybrid or blended mode, with some week's classes totally online, so students are expected to use classroom software for success.

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

Health Care MBA Course Requirements- 54 credits

| | | |
|----------|---|-------|
| MBAH 403 | Foundations of Business | 0 cr. |
| MBAH 410 | Health Economics (Co-requisite: MBAH 415) | 3 cr. |
| MBAH 415 | Quantitative Analysis | 3 cr. |
| MBAH 420 | Financial Reporting and Analysis | 3 cr. |
| MBAH 421 | Managerial Accounting (Prerequisite: MBAH 420) | 3 cr. |
| MBAH 424 | Health Care Marketing Management (Prerequisite: MBAH 410, MBAH 415, MBAH 420) | 3 cr. |
| MBAH 427 | Strategic Thinking and Analytical Decision Making (Co-requisite: MBAH 420) | 3 cr. |
| MBAH 429 | HC Quality and Measurement (Prerequisite: MBAH 415, MBAH 480) | 3 cr. |
| MBAH 434 | HC Finance (Prerequisite: MBAH 410, MBAH 415, MBAH 420, MBAH 421) | 3 cr. |
| MBAH 436 | HC Financial Strategy (Prerequisite: MBAH 410, MBAH 415, MBAH 420, MBAH 421, MBAH 427, MBAH434, MBAH 443, MBAH 455, MBAH 466, MBAH 480) | 3 cr. |
| MBAH 443 | HC Organizational Strategy (Prerequisite: MBAH 427, MBAH 455, MBAH 466, MBAH 480) | 3 cr. |
| MBAH 448 | HC Information Technology (Prerequisite: MBAH 480) | 3 cr. |
| MBAH 455 | Leading Individuals and Groups | 3 cr. |
| MBAH 466 | HC Leadership and Change (Prerequisite: MBAH 424, MBAH 434, MBAH 455, MBAH 480) | 3 cr. |
| MBAH 470 | Negotiation and Conflict Management (Prerequisite: MBAH 455) | 3 cr. |
| MBAH 480 | The Health System | 3 cr. |
| MBAH 481 | HC Law and Ethics (Prerequisite: MBAH 480) | 3 cr. |
| MBAH 5XX | Electives (6 credits in total; many have prerequisites). | 3 cr. |

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

HealthCareMBA@Simmons Course Requirements- 54 credits

| | | |
|-----------|--|-------|
| MBAO 403 | Foundations of Business | 0 cr. |
| MBAHO 410 | Health Economics (Prerequisite: MBAO 415) | 3 cr. |
| MBAO 415 | Quantitative Analysis | 3 cr. |
| MBAO 420 | Financial Reporting and Analysis | 3 cr. |
| MBAO 421 | Managerial Accounting (Prerequisite: MBAO 420) | 3 cr. |
| MBAHO 424 | Health Care Marketing Management (Prerequisite: MBAHO 410, MBAO 415, MBAO 420) | 3 cr. |
| MBAO 427 | Strategic Thinking and Analytical Decision Making (Prerequisite: MBAO 420) | 3 cr. |
| MBAHO 429 | HC Quality and Measurement (Prerequisite: MBAO 415, MBAHO 480) | 3 cr. |
| MBAHO 434 | HC Finance (Prerequisite: MBAHO 410, MBAO 415, MBAO 420, MBAO 421) | 3 cr. |
| MBAHO 436 | HC Financial Strategy (Prerequisite: MBAHO 410, MBAO 415, MBAO 420, MBAO 421, MBAO 424, MBAO 427, MBAO 429, MBAHO434, MBAO 448, MBAO 455, MBAHO 466, MBAHO 480, MBAO 481) | 3 cr. |
| MBAHO 443 | HC Organizational Strategy (Prerequisite: MBAHO 410, MBAO 415, MBAO 420, MBAO 421, MBAO 424, MBAO 427, MBAO 429, MBAHO434, MBAO 448, MBAO 455, MBAHO 466, MBAHO 480) | 3 cr. |
| MBAHO 448 | HC Information Technology (Prerequisite: MBAHO 480) | 3 cr. |
| MBAO 455 | Leading Individuals and Groups | 3 cr. |
| MBAHO 466 | HC Leadership and Change (Prerequisite: MBAHO 410, MBAO 415, MBAO 420, MBAO 421, MBAO 424, MBAO 427, MBAO 429, MBAHO434, MBAO 455 MBAHO 480) | 3 cr. |
| MBAO 470 | Negotiation and Conflict Management (Prerequisite: MBAO 455) | 3 cr. |
| MBAHO 480 | The Health System | 3 cr. |

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

| | |
|---|-------|
| MBAHO 481 HC Law and Ethics (Prerequisite: MBAHO 480) | 3 cr. |
| MBAHO 5XX Electives (6 credits in total; may have prerequisites). Note: One elective must be an intensive based in Boston. | 3 cr. |

Health Care MBA Leadership Competencies

The National Center for Healthcare Leadership (NCHL) developed a set of 26 competencies to differentiate high performing healthcare leaders from other leaders. The competencies are in the areas of Execution, Transformation, and People. For each of the 26 competencies, the model outlines up to six different levels of achievement with specific examples for each of the levels. Outstanding senior healthcare leaders will be operating at the highest levels of competency across most of the 26 competencies.

All healthcare administration programs accredited by the Commission on Accreditation of Healthcare Management Education (CAHME) are required to integrate competencies into their program planning and evaluation. The Simmons MHA and Health Care MBA Programs have done this by adopting a subset of the NCHL competency model as a framework for its curriculum planning and evaluation.

At the start of the HCMBA Program, students will likely have already achieved some of these competencies through prior educational and work experience. But, students will also likely have many areas that need to be developed. The HCMBA will return to many of these competencies, and by the end of the program, students should be working to achieve at least the minimum program level specified for each competency.

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

Degree Requirements-MHA Offsite Program

The Master of Healthcare Administration (MHA) requires the satisfactory completion of all course work, 48 credit hours for students.

Course Requirements-Masters in Health Administration

| | | |
|---------|--|-------|
| HCA 500 | Health Care Accounting | 2 cr. |
| HCA 501 | Self and Small Group Leadership | 2 cr. |
| HCA 502 | Quantitative Analysis for Health Care Administration | 3 cr. |
| HCA 503 | Managerial Epidemiology and Health Information | 2 cr. |
| HCA 509 | Health Care Finance I | 3 cr. |
| HCA 524 | Health Care Law and Ethics | 3 cr. |
| HCA 581 | Basic Negotiation | 3 cr. |
| HCA 504 | Health Economics | 3 cr. |
| HCA 505 | The Nature of Groups and the Nature of Work | 2 cr. |
| HCA 522 | Health Information Systems | 2 cr. |
| HCA 545 | Health Care Policy and Politics | 3 cr. |
| HCA 520 | Health Care Operations and Quality | 3 cr. |
| HCA 523 | Health Care Marketing | 2 cr. |
| HCA 530 | Organizational Strategy | 3 cr. |
| HCA 521 | Human Resource Management | 2 cr. |
| HCA 533 | Leadership and Change | 3 cr. |
| HCA 534 | Health Care Finance II | 3 cr. |
| HCA 540 | Fieldwork | 4 cr. |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

The HCA Program at the School of Management requires the following of accepted students prior to enrollment:

- An undergraduate statistics course (any type - 1 semester), equivalent to MATH 118 at Simmons College. The course must have been completed with a B or better in the last 10 years.
- A working knowledge of the Microsoft Office Suite software programs, including Word, PowerPoint and Excel.

Waiving the GRE/GMAT Requirement in the MHA Program

Students may waive the GRE/GMAT requirement by enrolling in two back-to-back courses, as non-degree students. This option also allows students to evaluate whether the program is a good fit for them. Individuals who earn a minimum grade of B+ in both courses may then apply for degree status without submitting standardized tests. Due to visa restrictions, this alternative is available for U.S. students and permanent resident aliens only.

MHA Leadership Competencies

The National Center for Healthcare Leadership (NCHL) developed a set of 26 competencies to differentiate high performing healthcare leaders from other leaders. The competencies are in the areas of Execution, Transformation, and People. For each of the 26 competencies, the model outlines up to six different levels of achievement with specific examples for each of the levels. Outstanding senior healthcare leaders will be operating at the highest levels of competency across most of the 26 competencies.

All healthcare administration programs accredited by the Commission on Accreditation of Healthcare Management Education (CAHME) are required to integrate competencies into their program planning and evaluation. The Simmons MHA and HCMBA Programs have done this by adopting a subset of the NCHL competency model as a framework for its curriculum planning and evaluation.

At the start of the MHA Program, students will likely have already achieved some of these competencies through prior educational and work experience. But, students will also likely have many areas that need to be developed. The MHA will return to many of these competencies, and by the end of the program, students should be working to achieve at least the minimum program level specified for each competency.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Degree Requirements for Health Care Administration Certificate of Advanced Graduate Study (C.A.G.S.) (*on campus only*)

The Certificate of Advanced Graduate Study (CAGS) in Health Care is a 15-credit program for students who have already completed a Masters degree. It is individually designed to build on the strengths each student possesses and to cover new material. Required and elective courses are chosen from the HCMBA curriculum and may include fieldwork or independent research. Two concentrations are available: Finance and Analytical Thinking and Organizational Leadership.

Master of Health Administration to a Health Care Master in Business Administration (*on campus only*)

Students accepted into the MHA to HCMBA Program take an additional 24 credits to get the HCMBA degree. 30 credits from the Simmons MHA are accepted for credit, for the total 54 credit requirement for the HCMBA degree. Courses are planned with the HCMBA Program Director.

Course Requirements: MHA to HCMBA Degree

Excel Requirement

The SOM requires all students entering the MHA to HCMBA program to take and pass an Excel competency test prior to the first day of Foundations. This exam is housed within a Harvard Business school spreadsheet course and passing the pre-test with a grade of 50% or higher is the requirement. Students can enroll in this spreadsheet course at any time after they deposit and they are allowed to study and retake the pre-test as many times as necessary before Foundations begins. If the program of study is slowed down, it also may delay a student's expected graduation date.

Technology Fluencies

Students are expected to possess the technology competencies necessary for success in an HCMBA Program. These competencies have been defined by the faculty within individual courses and approved by the Curriculum Committee that are necessary for success in the HCMBA program. The HCMBA is delivered in a hybrid or blended mode, with some week's classes totally online, so students are expected to use classroom software for success.

Math Competency

Will be assessed on an individual basis based upon review of the student's transcript.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Degree Requirements - MCM Program

(For students in progress prior to Fall 2013; no new students admitted after Fall 2013)

The Master of Science in Communications Management requires a student to complete 36 semester hours, consisting of:

- Four required courses
- Four electives
- A required Applied Learning Project

Courses Requirements - MCM

Required Courses

| | |
|--|-------|
| MCM 442: Emerging Communications Technologies | 4 cr. |
| MCM 462: Financial Aspects of Business | 4 cr. |
| MCM 485: Communicating Across Cultures | 4 cr. |
| MCM 481: Strategic Communication and Organizational Change | 4 cr. |
| MCM 500: Applied Learning Project (MCM 500) | 4 cr. |
| MCM 5xx: Electives (4 courses required) | 4 cr. |

MCM 500: Applied Learning Project (MCM 500)

Students take a semester-long course during which each student develops an Applied Learning Project (ALP) that demonstrates understanding of the strategic use of communications. Students present their findings at the end of the semester. Examples of past projects range from business and communications plans to audits, marketing campaigns, and research projects on a wide variety of topics.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Degree Requirements - Master of Science in Management Program

In the Masters of Science in Management Program (MSM), all students are required to take 36 credits. There are 5 required core courses, 4 specialization courses, and 3 electives. All courses are 3 credits each. Specializations are in communications management, nonprofit management and general management. Students are not required to pass the Excel requirement before they take MSMG 407 Accounting and Financial Aspects of Business but are strongly encouraged to complete it.

Course Requirements

Required courses for all students (5 courses)

| | | |
|---|----------------------------------|-------|
| MSMG 403 Foundations of Business | (non credit but required course) | |
| MSMG 404 Business and Management | | 3 cr. |
| MSMG 407 Accounting and Financial Aspects of Business | | 3 cr. |
| MSMG 406 Negotiations | | 3 cr. |
| MSMG 405 Leadership Teams and Organizations | | 3 cr. |
| MSMG 408 Strategic Management and Marketing (prereq: MSMG 407 Accounting and Financial Aspects of Business) | | 3 cr. |

Specialization Courses (4 courses required)

Communications Management

| | | |
|--|--|-------|
| MSMG 420: Emerging Communications Technologies OR GSM 503B Marketing in the Age of Social Media | | 3 cr. |
| MSMG 422: Communicating Across Cultures | | 3 cr. |
| MSMG 421: Research Management | | 3 cr. |
| MSMG 423: Applied Learning Project | | 3 cr. |

General Management

| | | |
|--|--|-------|
| MSMG 442 Project Management | | 3 cr. |
| MSMG 443 Culturally Intelligent Leadership | | 3 cr. |
| MSMG 444 Operations and Decision Making | | 3 cr. |
| MSMG 433 Strategic Communication and Organizational Change | | 3 cr. |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Non Profit Management

| | |
|--|-------|
| MSMG 430 Non Profit Management | 3 cr. |
| MSMG 431 Finance and Accounting for Non Profits | 3 cr. |
| MSMG 432 Philanthropy, Policy and Fundraising (Pre-req: MSMG 407 Accounting and Financial Aspects of Business) | 3 cr. |
| MSMG 433 Strategic Communication and Organizational Change | 3 cr. |

Electives- 500 level (3 courses required)

Choose courses from the MCM, MBA or MSMG elective list. Students must have met the prereq's required for the course to be eligible. Some courses at the elective level have been approved to be taken across the SOM graduate programs, others can be petitioned for consent through the Associate Dean for Graduate Programs.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Dual Degree Programs (*On campus only*)

Description

Coordinated degree programs are master's level programs which are designed to allow a student with career interests that cross-disciplinary boundaries to graduate from Simmons with two master's degrees. Currently, the SOM has joint degrees with The School of Social Work the MBA/MSW joint degree and the College of Arts and Sciences with the MCM/CAS Gender Studies and MSM/CAS Gender Studies joint degrees.

Requirements

Students must follow the admissions requirements for the program. In MBA/MSW, they are accepted to each school separately. In the MCM/Gender Studies and MSM/Gender Studies degrees, they are accepted through the College of Arts and Sciences. Course requirements for each degree are specified separately for each program. Students will work with the Associate Dean for Graduate Programs and a designated faculty or administrative Dean in the SSW and or CAS for the latest academic agreement between the two schools as to what is allowed by policy to double count. As of September 2011, there will be one tuition rate for joint degrees that will cross both programs and it will be at the higher tuition rate.

Degree Requirements-Dual Degree MCM Program and Gender/Cultural Studies (for students in progress prior to Fall 2013)

The dual-degree will earn the student a Master of Science (M.S.) in Communications Management and a Master of Arts (M.A.) in Gender/Cultural Studies after completing 52 credits. Coursework required: Six core courses: GCS 403 Gender and Cultural Studies, GSM 430 Cultural Studies, MCM 442 Emerging Communication Technologies, MCM 462 Financial Aspects of Business, MCM 481 Strategic Communication and Organizational Change, MCM 485 Communicating Across Cultures, 1 GCS core elective from GCS 406, 410, 412 or 415; 3 General GCS electives, 2 MCM electives and one combined GCS/MCM capstone or Applied Learning project.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Degree Requirements-Dual Degree MSM Program and Gender/Cultural Studies

The dual degree will earn the student a Master of Science (M.S.) in Management and a Master of Arts (M.A.) in Gender/Cultural Studies. Students must apply and be admitted to both programs. Students simultaneously enroll in both the GCS program and the MSM program. Candidates for the dual degree must complete a total of 16 courses. Students must complete 6 courses in the GCS program, 9 courses in the MSM program, and one combined GCS/MSM capstone. For the MSM degree, students select a specialization in communications management, general management, or non-profit management.

Course Requirements

Three required GCS courses (4 credits each)

GCS 403 Seminar in Gender/Cultural Studies

GCS 430 Cultural Theory

And one of the following:

GCS 406 Feminism and Literature

GCS 410 Issues in International Studies

GCS 412 Theoretical Approaches to Cultural Narratives

GCS 415 Feminism and Economic Difference

Five required MSM courses (3 credits each)

MSMG 404 Business and

Management

MSMG 405 Leadership, Teams, and Organizations

MSMG 406 Negotiations and Problem Solving

MSMG 407 Accounting and Financial Aspects of Business

MSMG 408 Strategic Management and Marketing

Four MSM courses by Specialization (3 credits each)

Communications Management

MSMG 420 Emerging Communications Technologies

MSMG 421 Research Management

MSMG 422 Communicating Across Cultures

MSMG 423 Applied Learning Project

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Non-Profit Management

- MSMG 430 Nonprofit Management
- MSMG 431 Finance and Accounting for Nonprofits
- MSMG 432 Philanthropy, Policy, and Fundraising in Nonprofits
- MSMG 433 Strategic Communications and Organizational Change

General Management

- MSMG 442 Project Management
- MSMG 443 Culturally Intelligent Leadership
- MSMG 444 Operations Management and Decision Making
- MSMG 443 Strategic Communications and Organizational Change

Three GCS elective courses (as approved by the GCS department-see sample list below)

One combined GCS/MSM capstone (4 credits)

Approved Electives for the MSM/GCS joint degree

- AST 513 The Black Struggle for Schooling in America
- AST 529 Race, Culture, Identity and Achievement
- AST 536 Black Narratives of Oppression, Resistance, and Resiliency
- AST/SOC/WST 540 Intimate Family Violence: A Multicultural Perspective
- AST 588 Black Popular Culture and the Education of Black Youth
- ENGL 508 the Postcolonial Novel
- ENGL 517 Toni Morrison and American Literature
- ENGL 527 Race and Gender in Psychoanalytic Discourse
- ENGL 598 Feminist Media Studies
- GCS/ENG 405 Contemporary Critical Theory
- GCS/ENG 412 Theoretical Approaches to Cultural Narratives
- HIST 527 Archives, History, and Collective Memory
- HIST 529 Seminar: Film and Historical Representation
- HIST 560 Seminar in the History of Women and Gender
- HIST 561 Cross Cultural Encounters: Contacts, Connection and Conflict
- HIST 565 9/11 Narratives
- HIST 567 Memory and the Holocaust
- SOCI 500 Gender and Islam
- SOCI 521 Sociology of Food
- SOCI 538 (TC) Cross-Cultural Alliance Building
- SOCI 539 Qualitative Research Workshop SOCI
545 Health Systems and Policy
- SOCI 547 Antiracism and Justice Work

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

SOCI 548 Re-envisioning the Third World
WGST 554 Feminist Theories
WGST 580 Gender and Queer Theory

Degree Requirements Dual Degree-MBA and ULP or MSW with the School of Social Work

ULP or MSW/MBA Dual Degree Part Time, 3 Year Program

Degree Requirements as of Fall 2014

Stand alone degree requirements for ULP or MSW: 65 credits; Stand alone degree requirements for MBA: 54 credits. Total credits if you did the degrees separately: 119 credits. All courses are 3 credits with the exception of SSW Field Education and GSM 403 Foundations.

- 1st year, SSW 446 Field Experience is 4 credits in Fall semester and 5 credits in Spring semester. 2nd year, SSW 447 Field experience is 4 credits for Fall semester and 4 credits for Spring semester.
- GSM 403 Foundations is a required MBA course and 0 credits.

Interchangeable courses (reduces total by 9 credits) (119- 9 credits =110 credits)

- SSW 409 Racism and GSM 511 Culturally Intelligent Leadership as SOM elective #1
- SSW 451 Urban Leadership or SSW 523 Advocacy and Social Action and GSM 465 Leading Organizational Change
- SW509 Practice Evaluation and GSM 520 Strategic Performance Measures as SOM Elective #2

Waived courses on each side (reduces total by 9 more credits) (110-9 credits = 101 credits)

- One SSW core will waive one GSM elective- Elective #3
- One MBA core will waive one SSW elective
- SSW 441 Research will waive a GSM elective-Elective #4

Total credits required in the joint degree is 101 credits, a savings of 18 credits.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Application and Academic Policy Information

Students will apply to the joint degree through one application that will be reviewed by Admissions Officers in both the SSW and the SOM. Students will take courses concurrently in both programs and joint degree is awarded at the end of the 101 credits. Students will have an advisor in both SSW and SOM for academic advising issues throughout the program. Students will be required to complete all competency requirements in both programs such as excel, stats, math comp, IT literacy, oral presentation, etc.

| | Year 1 Fall | Year 1 Spring | Year 1 Summer | Credits |
|---------------------|---|---|--|----------------|
| ULP/ MSW | SW 411 A: Human Behavior I | SW 441 Research | | 6 |
| | SW 401 A: Social Policy I | SW 577 Groups | SW 409: Racism OR GSM 511 Culturally Intelligent Leadership | 9 |
| MBA | GSM 403: Foundations of Business | | GSM 411: Economic Analysis for Managers | 3 |
| | GSM 420: Financial Reporting and Analysis | GSM 415: Quantitative Analysis | GSM 470: Negotiation and Conflict Management <i>Prereq: GSM 455</i> | 9 |
| | GSM 455: Leading Individuals and Groups | GSM 427 Strategic Thinking and Analytical Decision Making | | 6 |
| | Total in Year 1 | | | 33 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

| | Year 2 Fall | Year 2 Spring | Year 2 Summer | Credits |
|---------------------|---|---|----------------------|---------|
| ULP/ MSW | SW 414: Assessment & Diagnosis | SW 451: Urban Leadership I OR SW Social Action Course OR GSM 465 Leading Organizational Change <i>Prereq: GSM 455 Leading</i> | SW Clinical Elective | 9 |
| | SW 421 A: Social Work Practice | SW 421 B: Social work Practice | | 6 |
| | SW 446: Field Education I 24 hrs <i>Conc with: SW-421A</i> | SW 446: Field Education I <i>Prereq: SW-421A; conc with SW421B</i> | | 9 |
| MBA | GSM 425: Marketing Management <i>Prereq: GSM-415 GSM-411 GSM-420</i> | GSM 412: Business, Government & Global Economy <i>Prereq: GSM 411</i> | | 6 |
| | GSM 421: Managerial Accounting <i>Prereq: GSM 420</i> | GSM 435: Finance <i>Prereq: GSM-411 GSM-415 GSM-420</i> | | 6 |
| | Total in Year 2 | | | 33 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

| | Year 3 Fall | Year 3 Spring | Year 3 Summer | Credits |
|---------------------|---|--|---------------|-----------|
| ULP/ MSW | SW 424A: Advanced Practice Conc with SW447 | SW 452: Urban Leadership II <i>Prereq: SW 451, concurrent with 447, OR SW elective</i> | | 6 |
| | SW 509: Practice Evaluation <i>Prereq: 441 & Concurrent 447 OR One of these MBA courses GSM 520 Strategic Performance Measures</i> | SW 424B Advanced Practice Conc with SW447 | | 6 |
| | SW 447: Field Education II <i>Prereq: SW-446 or SW-ADVST; conc with SW424A</i> | SW 447: Field Education II <i>Prereq: SW-446 or SW-ADVST; conc with SW424B</i> | | 8 |
| MBA | GSM 430: Technology and Operations Management | GSM 440: Strategic Management Capstone <i>Prereq: GSM-411 GSM-415 GSM-420 GSM-421 GSM-425 GSM-430 GSM-435 GSM-455 GSM-465 GSM-470</i> | | 6 |
| | GSM 465: Leading Organizational Change <i>Prereq: GSM 455 OR Urban Leadership 1</i> | GSM 442: Financial Capstone <i>Prereq: GSM-411 GSM-415 GSM-420 GSM-421 GSM-425 GSM-430 GSM-435 GSM-455 GSM-465</i> | | 6 |
| | Total in Year 3 | | | 33 |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Academic Standards and Policies for the Undergraduate Program

The Undergraduate Management program offers management coursework to students enrolled in the College of Arts and Sciences (CAS) and students enrolled as BSBA students in the SOM. The students and faculty are therefore bound by SOM and CAS policies as presented in the Simmons College Course Catalog and the Simmons Student Handbook. For more detailed information on grading policies, please refer to the Undergraduate Course Catalog. Students must complete a minimum of 127 credit hours to graduate.

All SOM majors and minors follow the Simmons College academic standards as outlined in the Simmons College Catalog and Simmons College Handbook. The SOM also has additional academic policies that apply to the undergraduate program:

Academic Warnings

Faculty should complete academic warnings for students with excessive absenteeism, missing assignments, grades of D or below in quizzes or exams, poor class participation, or marginal quality of work overall. Academic Warning forms are available in the Academic Program Office and should be completed by the instructor and submitted to the program office for processing or submitted online.

BSBA/MBA students taking MBA courses (*On campus only*)

Any undergraduate student admitted to the BSBA/MBA program will have specific MBA core courses that she is allowed to take as a junior or senior. All BAMBA students are subject to the MBA academic policies, but they are not required to complete the Math Competency exam, as they would have passed a math competency exam as an UG. If a BSBA/MBA student is taking a quantitative course, they must pass the Excel pre-test and earn a grade of 50%. A maximum of nine credits may be double counted in both the MBA and the Simmons UG degree requirements of 128 credits.

Class Schedules

The undergraduate program follows the schedules set by Registrar's office.

Course Attendance

Students are expected to attend all class meetings for the courses for which they are registered. The College has no established penalty for excessive absences, but as a general guide, the faculty have suggested that excessive absences, when a student is absent from 25% of the total number of class hours, be factored into course grades. Some classes have an automatic failure provision for missing more than 6 class sessions. Instructors may take excessive absences into account in determining a student's final course grade. Instructor policy regarding course attendance should be included in the course syllabus.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

When an instructor becomes aware that a student has been absent continuously for one week or more (for courses that meet two or three times a week) or for two classes (for courses that meet once a week), she or he is requested to inform the Dean for Student Life's office of the absence so that it may be investigated. Faculty often use the Associate Dean for Administration and Academic Programs for help as well.

Instructors are not obligated to grant requests for supplementary work occasioned by a student's absence or to make up for poor quality work.

Course Structure

Undergraduate courses typically offer four credits, and meet in one of the following configurations during the fall and spring semesters:

- Once a week for 2 hours and 50 minutes
- Twice a week for 1 hour and 20 minutes
- Three times a week for 50 minutes

There are approximately 39 contact hours per course (excluding the examination period). Exceptions to the above guidelines may be granted for courses with alternative delivery formats upon approval by the Associate Dean for Undergraduate Programs.

Course Waivers- Dix Scholars

In their first semester at Simmons, Dix scholars may complete a Credit for Prior Learning (CPL) portfolio through the College of Arts and Science in order to receive college credit based on her prior work/life experience. CLP credit can be used to earn general credits towards graduation and/or to earn credit in lieu of specific courses. A maximum of 24 credits may be approved as CPL.

A student with extensive work experience who does not need college credit may complete a Waiver/Substitute form for a specific course if a student and her advisor believe that the student's prior work/life experience provides an acceptable substitute. The petition must be approved by the Associate Dean for the UG Program. Waivers are typically only approved for Dix students with extensive work experience. Students do not receive academic credit towards graduation for waived courses

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Cross-Registration: Undergraduate Students taking SOM Graduate Courses

Undergraduate management majors or minors may enroll in a maximum of two Simmons graduate courses if they meet the criteria below. The only exception to this policy is for students admitted to the BSBA/MBA on-campus program.

- GPA of at least 3.4, and at least 80 undergraduate credits completed.
- Appropriate prerequisites and competencies completed
- Recommendation of the student's advisor.
- Recommendation of the Associate Dean for UG Programs
- Consent of the SOM course instructor

Undergraduates will receive four credits for all three-credit MBA courses. Students will be treated as graduate students in terms of standards and expectations in the classroom and will be graded according to the same grading criteria applied to MBA students.

No commitment is extended to the students that these courses will count towards an MBA degree at Simmons.

Double Majors/Minors

Double Major and minors are permitted. For a double major, all electives must be unique. For a major/minor combination, only two core courses can double count and electives must be unique.

Final Examinations

Faculty members indicate to the Registrar which of their courses will have scheduled final examinations during the final examination period. Such scheduled final examinations will be no longer than three hours each, and no student will be scheduled to take more than two examinations in one 24-hour period. Examinations scheduled by the Registrar's office during the regular examination period cannot be taken at any other time. Therefore, students should plan their vacation schedules to begin after the semester's last testing period. Any student with a scheduled final examination conflict should consult the Registrar. Scheduling exceptions resulting from extreme personal hardship should be referred to the Office for Student Life.

No examinations of any kind are given during the last week of classes, and no final examinations are given before the scheduled final examination period begins.

Grades

Simmons uses a letter grading system. UG Grades to be awarded are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Graduation Criteria

For specific credit hour and GPA requirements for graduation, please refer to the Simmons catalog. Students require 128 credits to graduate.

Incompletes

Required course work must ordinarily be completed by the last day of final examinations. In extenuating circumstances, undergraduate students may request an “incomplete” by filing a petition with the Administrative Board. The petition must include an outline of the student’s and her instructor’s agreed-upon plan to complete the work and must be completed and signed by both the student and the instructor. If the Administrative Board approves the petition, it will set a date for the completion of work (based on input from the student and faculty member). The date is usually by the beginning of the following semester. The instructor is responsible for submitting a final grade by that date. Failure of the student to submit work by the approved incomplete extension date may result in a grade of F.

Independent Learning Requirement

Most students will complete an Internship to fulfill the college-wide 8 credit hour independent learning requirement. Students with double majors (a management major combined with a major outside the program) may choose to complete their internships within either of their majors. Arts Administration and Chemistry/Management majors ordinarily complete their internships in the Art/Music and Chemistry departments. Alternately, under extenuating circumstances, field experience and/or independent study may be used to fulfill the college- wide independent learning requirement.

Traditional (non-Dix) students who wish to complete their internship requirements with an internship done at another institution may do so, provided that the internship receives academic credit, and requires sufficiently rigorous written work. In lieu of sufficient written rigor, the student may still choose to apply the internship to her degree requirements as long as she turns in a written analysis to the undergraduate program (the topic, format, and scope of which will be determined by the internship coordinator, and the Associate Dean for Undergraduate Programs prior to the internship).

Dix Scholars must also complete the independent learning requirement. After consulting with the Associate Dean for the UG program, Dix Scholars with significant professional work experience may waive internship and complete their independent learning requirement by substituting independent studies or fieldwork projects for the internship. Dix Scholars are also allowed to double count their capstone course as part of their 8 credit independent learning requirement.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Independent studies typically involve a research project. Guidelines for Independent study are available from the Associate Dean for Undergraduate Programs. Field work typically involves an internship-like placement of 8-10 hours per week. Field work must be accompanied by significant written work. Both independent study and field work must be approved by the Associate Dean for Undergraduate Programs prior to the start of the work.

Mid-Semester Reports

Faculty teaching first semester students will receive a computerized request for mid-term report progress reports for each of their students.

Pass/Fail

Simmons students are permitted to take up to one course per semester on a pass/fail basis, but this is not an option in any SOM Major or Minor. If the student has elected this option, the instructor will see such a notation on the grade sheet. Instructors should calculate the grade the student would have received in the class if she were getting a letter grade, and then assign a P for any grade of D- or above, and an F for a Failure.

Management courses should not be taken pass/fail by management majors or minors. Exceptions to this policy are allowed under two circumstances:

- When a course was taken pass/fail prior to the student's being advised by a faculty member in the management program.
- For travel courses taken by graduating seniors.

Prerequisites

Students must meet prerequisite requirements for courses prior to registering and attending a class. Advisors should check for prerequisite completion when advising students about course selection. If a student wishes to petition for an exception to this policy, she must receive permission from the course instructor and the Associate Dean for Undergraduate Programs.

Transfer Policies

Transfer credit is generally granted for college courses comparable to those offered by Simmons that were successfully completed at another accredited institution. Courses must meet a minimum of 36 contact hours in order to qualify for transfer credit. The student must have received a grade of at least C to receive credit for a course. Students may transfer no more than 80 credit hours of course work of which no more than 16 hours may be summer school classes. The Registrar's office makes this preliminary credit evaluation.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Transfer credit will only apply to UG major core courses from an AACSB accredited institution and if the student earned a C or better. The Associate Dean for the UG Program, working in conjunction with the student's academic adviser, is responsible for reviewing her transcript and determining which transfer courses, if any, will count for credit towards the management department degree requirements. The policy for assigning transfer credit is as follows:

| Prerequisites | Policy |
|--|--|
| ECON 100, Principles of Microeconomics ECON 101, Principles of Macroeconomics | C or better from a NEASC accredited institution with comparable course content |
| MATH 118, Introductory Statistics | C or better from a NEASC accredited institution with comparable course content; must have included hands-on software component |
| Competency in Microsoft Office | As specified by the Undergraduate Program Office. |
| Requirements – Entry Level | |
| MGMT 100, Intro to Management | C or better from a NEASC accredited institution with comparable course content; |
| MGMT 110, Principles of Financial Accounting | C or better from a NEASC accredited institution with comparable course content. MGMT 110 must include a hands-on software component. NOTE: for community college accounting courses, two courses will only transfer as one course towards MGMT degree requirements at Simmons. |
| Requirements – Advanced Level | |
| MGMT 250, Marketing | Principles of Marketing courses will only be approved if they include the individual or group development of a marketing plan |
| MGMT 234, Organizational Communications and Behavior MGMT 260, Finance MGMT 325, Operations Management and Decision Making | C or better from an AACSB-accredited institution |
| MGMT 340, Strategy | C or better from AACSB accredited institution |

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

| | |
|---|--|
| MGMT 370/380, Internship/Field Experience | C or better from a NEASC accredited institution with comparable course content (must have included substantial written analysis in addition to work experience) or study abroad internship course and experience |
| Electives | |
| A maximum of two transferred electives can be applied towards the major | C or better from a NEASC accredited institution with appropriate course content |

Transfer students must complete at least 48 credits in residence at Simmons. In addition, at least 50% of the required undergraduate management program coursework for the degree must be completed at Simmons. Courses which fulfill the college's independent learning requirement (MGMT 350, MGMT 370, and MGMT 380) should not be included when counting courses. Therefore, under current major requirements:

- Core majors must complete at least seven MGMT courses at Simmons
- Arts Administration majors with a management, finance, or marketing concentration must complete at least three MGMT courses at Simmons
- Program minors must complete at least three MGMT courses at Simmons
- Chemistry-Management majors must complete at least two MGMT courses at Simmons.

Advisors cannot approve management courses to be taken by majors or minors at other institutions, once a student has matriculated at Simmons. Exceptions must be signed off by the Associate Dean for Undergraduate Programs. Exceptions are usually only approved under extenuating circumstances. However, economics, statistics, CAS modes and management courses that are not intended to count towards major requirements may be taken at other institutions subject to the transfer policy and with the permission of the Chair of the Department in which the course is offered and the Registrar's Office.

Walking at Commencement in May when degree requirements have not been completed Students who will finish their degree requirements no later than August and are within two courses may petition to walk at Commencement. Approval is given from both the Program Office and the Registrar.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Degree Requirements - Bachelor of Science in Business Administration

The Simmons Bachelor of Science of Business Administration (BSBA) is a rigorous undergraduate management program grounded in courses in the arts and sciences. 128 credits are required to earn the degree including 8-12 credits in major prerequisites, 8 credits of independent learning, usually fulfilled by an internship, 20 credits of required and optional electives, and 28 credits of core required classes. All majors and minors in the SOM follow the Simmons College policies as outlined in the UG course catalog.

The SOM offers four undergraduate majors: Business and Management, Finance, Marketing, and Retail Management. Joint majors are also available in Arts Administration (with the Department of Art and Music), Financial Math (with the Economics and Mathematics Departments), Chemistry-Management (with the Department of Chemistry) and Public Relations and Marketing Communications (with the Department of Communications). Additionally, SOM offers minors in Business, Finance, Marketing, Organizational Studies, Retail Management, Entrepreneurship, Principled Leadership and Health Care Management. Students may elect to complete a major, a minor or both from the SOM.

Course Requirements

There are four majors within the management program: Business and Management, Finance, Marketing, and Retail Management. All four share the same core courses. Double majors within the SOM will share the same core, and cannot have electives double-count. Any minor requires at least three distinct courses from other electives taken. No major or minor prerequisite, core or elective course for an SOM major or minor can be taken as a pass/fail option.

Students who have taken AP Statistics or AP economics in high school and had an AP score of 4 or 5 can waive out of that particular prerequisite requirement. Students may also take MATH 227 or MATH 229 as an alternative to MATH 118.

Students who have taken International Baccalaureate (IB) accounting or IG business in high school with an IB score of 5, 6, or 7, can waive out of MGMT 110 or MGMT 100 respectively.

Prerequisites for Management, Marketing and Retail Management Majors

ECON 100 Principles of Microeconomics
MATH 118 Introductory Statistics

Prerequisites for Finance Majors

ECON 100 Principles of Microeconomics ECON 101 Principles of Macroeconomics MATH 118 Introductory Statistics

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Required Core Courses for All SOM Majors

MGMT 100 Foundations of Business and Management
MGMT 110 Financial Accounting
MGMT 234 Organizational Communication and Behavior
MGMT 250 Marketing
MGMT 260 Finance
MGMT 325 Operations Management and Decision Making
MGMT 340 Strategy

Each student completes four additional courses and a capstone course in her specific major (see the individual major descriptions below) for 20 credit hours in electives. Students must complete all prerequisites and core courses prior to taking the capstone in each major. Specific requirements for each major are listed below.

Independent Learning Requirement

Students meet the Simmons independent learning requirement by taking MGMT 370 Internship. Dix Scholars with significant previous work experience, or students who have had multiple internships, may substitute MGMT 350 Independent Study or MGMT 380 Field Experience for MGMT 370 with the permission of the Associate Dean for the SOM UG Program.

Major in Business and Management

Prerequisites for Business and Management Majors

ECON 100 Principles of Microeconomics
MATH 118 Introductory Statistics

Required Core Courses for Business and Management Majors

MGMT 100 Foundations of Business and Management
MGMT 110 Financial Accounting
MGMT 234 Organizational Communication and Behavior
MGMT 250 Marketing
MGMT 260 Finance
MGMT 325 Operations Management and Decision Making
MGMT 340 Strategy

Required Elective Courses for Business and Management Majors

MGMT 221 Project Management
MGMT 225 The Manager and the Legal Environment
MGMT 391 Cross-Cultural Management or MGMT 395 Leadership and Managing Change

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Electives for Business and Management Majors

The student will select two electives from the following list:

MGMT 120 Introduction to Health Systems
MGMT 137 Entrepreneurship and Innovation
MGMT 180 Business Law
MGMT 223 Learning by Giving
MGMT 224 Socially Minded Leadership
MGMT 229 Corporate Social Responsibility
MGMT 236 Retail Management
MGMT 245 Comparative Studies of Women Leaders (TC)
MGMT 290 Special Topics in Management (when relevant)
MGMT 320 Negotiations and Change Management
MGMT 337 Team Based Entrepreneurship
MGMT 347 Sustainable Business in Emerging Markets
MGMT 348 The Sustainable Supply Chain

Major in Finance

Required Prerequisite Courses for Finance Majors

ECON 100 Principles of Microeconomics
ECON 101 Principles of Macroeconomics
MATH 118 Statistics

Required Core Courses for Finance Majors

MGMT 100 Foundations of Business and Management
MGMT 110 Financial Accounting
MGMT 234 Organizational Communication and Behavior
MGMT 250 Marketing
MGMT 260 Finance
MGMT 325 Operations Management and Decision Making
MGMT 340 Strategy

Required Elective Courses for Finance

Majors

MGMT 310 Financial Statement Analysis
MGMT 311 Investments
MGMT 314 International Finance
MGMT 315 Corporate Financial Planning and Strategy
MGMT 393 Financial Modeling

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Electives for Finance Majors

Students may select any of the following for additional depth in the Finance major but they **do not substitute** for the required finance electives:

ECON 203 Economic Models and Quantitative Methods
ECON 220 International Monetary Systems
ECON 231 Money and Banking
MATH 319 Financial Mathematics

Major in Marketing

Prerequisites for Marketing Majors

ECON 100 Principles of Microeconomics
MATH 118 Introductory Statistics

Required Core Courses for Marketing Majors

MGMT 100 Foundations of Business and Management
MGMT 110 Financial Accounting
MGMT 234 Organizational Communication and Behavior
MGMT 250 Marketing
MGMT 260 Finance
MGMT 325 Operations Management and Decision Making
MGMT 340 Strategy

Required Elective Courses for Marketing Majors

MGMT 230 Why We Buy
MGMT 335 Marketing Research
MGMT 392 Marketing Decision Making

Electives for Marketing Majors

The student will select two electives from the following list:

MGMT 221 Project Management
MGMT 225 The Manager and the Legal Environment
MGMT 229 Corporate Social Responsibility
MGMT 231 Creating Brand Value
MGMT 232A/COMM 286 Strategic Marketing Communications I: Advertising
MGMT 232B/COMM 326 Strategic Marketing Communications II: National Student Ad Competition
MGMT 233 Developing Customer Relationships
MGMT 236 Retail Management
MGMT 290 Special Topics in Management: Seminar (when relevant)
MGMT 348 The Sustainable Supply Chain
MGTM 394 Comparative Retail Strategies

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Major in Retail Management: The Prince Program in Retail Management

Prerequisites for Retail Management

Majors

ECON 100 Principles of Microeconomics

MATH 118 Introductory Statistics

Required Core Courses for Retail Management Majors

MGMT 100 Foundations of Business and Management

MGMT 110 Financial Accounting

MGMT 234 Organizational Communication and Behavior

MGMT 250 Marketing

MGMT 260 Finance

MGMT 325 Operations Management and Decision Making

MGMT 340 Strategy

Required Elective Courses for Retail Management Majors

MGMT 236 Retail Management

MGMT 394 Comparative Retail Strategies

Electives for Retail Management Majors

The student will select three electives from the following list:

MGMT 137 Entrepreneurship and Innovation

MGMT 221 Project Management

MGMT 225 The Manager and the Legal Environment

MGMT 229 Corporate Social Responsibility

MGMT 231 Creating Brand Value

MGMT 232A/COMM 286 Strategic Marketing Communications I: Advertising

MGMT 232B/COMM 326 Strategic Marketing Communications II: National Student Ad
Competition

MGMT 233 Developing Customer Relationships

MGMT 290 Special Topics in Management: Seminar (when relevant)

MGMT 335 Marketing Research

MGMT 337 Team Based Entrepreneurship

MGMT 348 The Sustainable Supply Chain

Simmons School of Management
Academic Information and Policies
for Graduate and Undergraduate Programs

Interdisciplinary Majors

Interdisciplinary Major in Arts Administration

Requirements Interdisciplinary Major in Arts Admin.

Students are required to take 52 semester hours, including 32 in the art and music department and 20 in the management department. Two tracks of study are possible for the interdisciplinary major in Arts Administration in the SOM.

Art Requirements for Interdisciplinary Major in Arts Admin.

Two out of four studio courses; students cannot choose both ART 138 and ART/COMM 139

ART 111 Introduction to Studio Art: Drawing

ART 112 Introduction to Studio Art: Color

ART/COMM 138 Introduction to Photography and the Traditional Lab

ART/COMM 139 Introduction to Photography and the Digital Lab

In addition:

ART 141 Introduction to Art History: Egypt to Mannerism

ART 142 Introduction to Art History: Baroque to the 20th Century

AADM 143 State of the Arts: An Introduction to Arts

Administration AADM 390 Arts in the Community

One elective in art history

Management Course Requirements for Interdisciplinary Major in Arts Admin.

Recommended Management Courses

ECON 100 Principles of Microeconomics

MATH 118 Statistics

MGMT 137 Entrepreneurship and Innovation

Business Track: Required Management Courses

MGMT 100 Foundations of Business and Management

MGMT 234 Organizational Communication and Behavior

MGMT 221 Project Management

MGMT 238 Managing Your Venture's Financial Bottom Line

MGMT 250 Marketing

Marketing Track:

MGMT 100 Foundations of Business and Management

MGMT 250 Marketing

In addition, three of the following courses:

MGMT 229 Corporate Social Responsibility

MGMT 230 Why We Buy

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

MGMT 231 Creating Brand Value
MGMT 232A Strategic Marketing Communications I: Advertising
MGMT 232B Strategic Marketing Communications II: National Student Ad
Competition
MGMT 233 Developing Customer Relationships
MGMT 236 Retail Management
MGMT 348 The Sustainable Supply Chain
MGMT 394 Comparative Retail Strategies

Interdisciplinary Major in Chemistry-Management

First Year Joint Major in Chemistry-Management

CHEM 111 Introductory Chemistry: Inorganic or CHEM 113 Principles of Chemistry
CHEM 114 Organic Chemistry I
MATH 120 Calculus I
MATH 121 Calculus II

Sophomore Year Joint Major in Chemistry-Management

CHEM 225 Organic Chemistry II
CHEM 226 Quantitative Analysis
PHYS 112 Fundamentals of Physics I
PHYS 113 Fundamentals of Physics II
ECON 100 Principles of Microeconomics
MGMT 100 Foundations of Business and Management

Junior Year Joint Major in Chemistry-Management

CHEM 331 Thermodynamics and Kinetics or CHEM 332 Quantum Mechanics and Molecular
Structure
ECON 101 Principles of Macroeconomics
MGMT 110 Financial Accounting
MGMT 234 Organizational Communication and Behavior
MATH 118 Introductory Statistics

Senior Year Joint Major in Chemistry- Management

MGMT 250 Marketing or MGMT 260 Finance
Chemistry elective
Internship/independent study
CHEM 390 Chemistry Seminar

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Strongly recommended electives for Joint Major in Chemistry-Management

MGMT 340 Strategy

MGMT 250 Marketing or MGMT 260 Finance

Interdisciplinary Major in Public Relations and Marketing Communications

The Department of Communications houses the major, and the SOM's Marketing, Operations and Strategy department will jointly administer the major. The PR/MarComm major awards a B.A. at commencement.

Required Core Courses in PR/MarComm Major

COMM 121 Visual Communication (Mode 1)

COMM 122 Writing and Editing Across the Media

COMM 186 Introduction to Public Relations & Marketing Communications

COMM 210 Introduction to Graphic Design (Mode 1)

COMM 281 Writing for Public Relations & Marketing Communications

COMM 325 Public Relations Seminar

MGMT 100 Foundations of Business and Management

MGMT 230 Why We Buy

MGMT 238 Managing your Venture's Financial Bottom Line (Mode 3)

MGMT 250 Principles of Marketing

Independent Learning in PR/MarComm Major:

8 credits to be fulfilled either through Comm

370 (4 or 8 credits), Mgmt 370 (4 or 8 credits), and/or Comm 390 Studio Five; Comm 390

Studio

Five cannot be double counted as an elective course and an independent learning course.

Electives in PR/MarComm Major

Students select three courses from this list; one must be at the 300 level

COMM 124 Media, Messages, and Society

COMM 163 Radio Ops

COMM 181 Public Speaking

COMM 240 Intermediate Graphic Design: Typography

COMM 244 Web

COMM 260 Journalism

COMM 262 Media Convergence

COMM 286 Advertising/MGMT 232A: Strategic Marketing Communications: Advertising

COMM 310 Feature Writing

COMM 315 Op/Ed

COMM 322 Digital Cultures

COMM 326 Advertising and Copywriting/MGMT232B National Student Ad Competition

COMM 333 Motion Graphics

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

COMM 344 Senior Seminar/Storytelling
COMM 390 Studio Five
MGMT 221 Project Management
MGMT 224 Socially Minded Leadership (Mode 6)
MGMT 229 Corporate Social Responsibility
MGMT 231 Creating Brand Value
MGMT 320 Negotiations and Change Management
MGMT 335 Marketing Research
MGMT 392 Marketing Decision-making

Recommended for the PR/MarComm major

ECON 100 Principles of Microeconomics (Mode 5) and PSYC 101 Introduction to Psychological Science (Mode 6)

Interdisciplinary Major in Financial Mathematics

Offered jointly with the Departments of Mathematics and Economics

Required Core Courses in Joint Major in Financial Mathematics

ECON 100 Principles of Microeconomics
ECON 101 Principles of Macroeconomics
ECON 220 International Monetary Systems
ECON 231 Money and Banking
ECON 393 Econometrics
MATH 118 Statistics
MATH 220 Multivariable Calculus
MATH 319 Financial Mathematics
MATH 338 Probability
MATH 339 Mathematical Statistics or MATH 343 Mathematical Modeling
MGMT 110 Financial Accounting
MGMT 260 Finance
MGMT 311 Investments (or another 300-level finance course in management)
Independent learning (eight semester hours)

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Minors

SOM minors provide depth in a specific functional discipline or specialization (for example, finance or entrepreneurship) when taken with a SOM major, or they serve as a complement to majors outside of the School of Management. All minors consist of five courses. For those minors with electives, students should select electives in consultation with an SOM faculty advisor.

With the exception of the minor in business, students majoring in one of the four SOM majors may take any minor. Any SOM major and minor combination will double-count core courses but must have unique electives.

Minor in Business

MGMT 100 Foundations of Business and Management
MGMT 110 Financial Accounting
MGMT 234 Organizational Communication and Behavior
MGMT 250 Marketing
MGMT 260 Finance

Minor in Finance

MGMT 110 Financial Accounting
MGMT 260 Finance
Students should choose three electives from the required finance electives.

Minor in Organizational Studies

MGMT 100 Foundations of Business and Management
MGMT 234 Organizational Communication and Behavior
MGMT 320 Negotiations and Change Management
Students should choose two electives from the business and management electives.

Minor in Marketing

MGMT 100 Foundations of Business and Management
MGMT 250 Marketing
Students should choose three electives from the marketing electives.

Minor in Retail Management

MGMT 100 Foundations of Business and Management
MGMT 236 Retail Management
MGMT 250 Marketing
Students should choose two electives from the retail management electives.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Interdisciplinary Minors

Minor in Entrepreneurship

Consists of five courses. SOM Majors may double count up to two core courses for both their major and minor requirements, but must have unique electives.

MGMT 137 Entrepreneurship and Innovation

MGMT 238 Managing Your Venture's Financial Bottom Line

MGMT 250 Marketing

MGMT 337 Team Based Entrepreneurship

One flex course

Flex Courses: (choose one)

Students select one flex course from the list below. All minor students are required to write a brief rationale describing how the flex course contributes to her entrepreneurial career interests. Flex courses must have final approval from the minor advisor.

MGMT 224 Socially Minded Leadership

MGMT 230 Why We Buy

MGMT 231 Creating Brand Value

MGMT 232A Strategic Marketing Communications I: Advertising

MGMT 232B Strategic Marketing Communications II: National Student Ad Competition

MGMT 233 Developing Customer Relationships

MGMT 234 Organizational Communication and Behavior

MGMT 236 Retail Management

MGMT 260 Finance

ECON 214 Women in the World Economy

ECON 222 Comparative Economies in East Asia

ECON 239 Government Regulation of Industry,

ECON 241 Business Competition and Antitrust Policy

SOCI 267 Globalization

SOCI 348 Re-envisioning the Third World

SJ 220 Working for Social Justice

SJ 222 Organizing for Social Change

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Minor in Principled Leadership

MGMT 100 Foundations of Business and Management

MGMT 224 Socially Minded Leadership or HON 313 Paths to Principled Leadership or

GSM 551 Perspectives and Practices: Principled Leadership (consent required)

MGMT 234 Organizational Communication and Behavior

One depth elective

One breadth elective

Depth Electives: (choose one)

MGMT 137 Entrepreneurship and Innovation

MGMT 223 Learning by Giving

MGMT 229 Corporate Social Responsibility: Managing People, Planet and Profit

MGMT 245 Comparative Studies of Women Leaders (TC)

MGMT 320 Negotiations and Change Management

MGMT 348 Sustainable Supply Chain

GSM 516 Sustainability Analysis (consent required)

Breadth Electives: (choose one)

ECON 214 Women in the World Economy

IDS 350 Simmons World Challenge

SJ 220 Working for Social Justice

SJ 222 Organizing for Social Change

PHIL 233 Philosophy of Race and Gender

SOCI 225 Women in Social Movements

WGST 100 Introduction to Multicultural Women's and Gender Studies

POLS 219 Gender and Politics

GSM 553 Gender and Leadership (consent required)

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Minor in Health Care Management

MGMT 100 Foundations of Business and Management

MGMT 120 Introduction to Health Care

MGMT 239 Health Care Finance

Electives: (choose two)

MGMT 137 Entrepreneurship and Innovation

MGMT 180 Business Law

MGMT 225 Manager and the Legal Environment

MGMT 234 Organizational Communication and Behavior

BIO 246 Foundations in Exercise and Health

PHIL 131 Biomedical Ethics

ECON 239 Government Regulation of Industry

ECON 290 Health Economics

IT 224 Health Informatics

NURS 100 Professional Issues in Nursing

NUTR 237 Practice Community Nutrition

NUTR 249 Management of Food Service Systems

POLS 217 American Public Policy

PSYCH 232 Health Psychology

PSYCH 239 Psychology of Aging

SOC 241 Health, Illness and Society

SOC 245 International Health

SOC 345 Health Systems and Policy

SW 101 Intro to Social Work and Social Welfare

SW 200 Social Welfare Policy

Non Science Majors should strongly consider IT 225, SOCI 241, SOC O245, PHIL 131

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

The BSBA/MBA or the BSBA/MSM Combined Degree Programs (*On campus only*)

The SOM offers an accelerated BSBA/MBA degree program for qualified students with appropriate work experience. This accelerated program allows students to save 4 courses worth of tuition. Students typically take two MBA classes during their senior year and count those classes towards both their undergraduate and MBA course requirements. Additionally two UG courses will count towards MBA course requirements. The MBA courses do not count for any UG SOM major requirements, but these courses count as general credits towards their degree requirements.

Accelerated degree candidates must have at least a 3.2 GPA to apply to the program. Applications are due by June 30 after the completion of the junior year or after a student has completed 96 credits. An applicant is required to submit letters of recommendation from her advisor, a faculty member who is familiar with her work, and a professional reference. She is also required to submit scores from the GMAT (Graduate Management Admissions Test) or GRE as part of her formal application to the MBA program. If a student has a GPA of 3.5 within her major, she may waive out of the GMAT/GRE requirement. Students who are interested in the combined degree program must have the equivalent of at least two years of professional work experience before starting their MBA. This requirement makes the program of primary interest to Dix Scholars, although some traditional undergraduates with significant summer and internship experience may also meet this requirement.

Once accepted into the program, the student may register for two MBA courses in her undergraduate senior year. She must achieve the minimum SOM graduate grade (currently a B-) in each of these courses, and complete her BSBA, in order to continue with the combined degree program. Once she begins the MBA program, she may continue on any scheduled track currently offered by the SOM (including the 16 month and two-year day programs or a variety of part-time evening programs). Students interested in the program should make their intentions known to their advisor early in their Simmons undergraduate career; so that she can plan her academic schedule to take maximum advantage of the program.

The SOM also offers an accelerated BSBA/Masters in Management program for qualified students who have limited work experience but want to pursue a Master's degree right out of college. Students typically take two MSM classes during their senior year and count those classes towards both their undergraduate and MSM course requirements. Two courses also will count towards their MSM course requirements. The MSM courses do not count for any UG SOM major requirements, but these courses count as general credits towards their degree requirements.

Accelerated degree candidates must have at least a 3.0 GPA to apply to the program. Applications are due by June 30 after the completion of the junior year or a student completes 96 credits. An applicant is required to submit letters of recommendation from her advisor, a faculty member who is familiar with her work, and a professional reference.

Simmons School of Management

Academic Information and Policies for Graduate and Undergraduate Programs

Once accepted into the program, the student may register for one MSM course in each semester of her undergraduate senior year. She must achieve the minimum SOM graduate grade (currently a B-) in each of these courses, and complete her BSBA, in order to continue with the combined degree program. Once she begins the MSM program, she will continue on any scheduled track currently offered by the SOM. Students interested in the program should make their intentions known to their advisor early in their Simmons undergraduate career; so that she can plan her academic schedule to take maximum advantage of the program.

Post-Baccalaureate Program Leading to a Diploma

The School of Management offers a one-year program for graduates of approved colleges whose undergraduate programs have been largely nonprofessional in scope. This program permits concentrated study in the various management disciplines and leads to the diploma in management. Thirty-two (32) semester hours of work are required, of which the student must take 24 semester hours within the SOM. A student may take up to eight semester hours in complementary disciplines such as economics and statistics. Each student plans her program in consultation with the SOM Associate Dean for Administration and Academic Programs or the SOM Associate Dean for UG Programs and may include any courses for which prerequisites are satisfied. The program's flexibility permits the selection of courses to meet varying objectives of individual students.