

# Simmons School of Library and Information Science

## Student Policy Manual Master's Degree Programs Master of Science

2018/2019

**School of Library and Information Science**



# Student Policy Manual

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## **Section S. Students**

### **S 1.01 Add/ Drop**

#### **S 1.01.01 LIS Courses**

MS students are permitted to add and drop courses without financial penalty prior to the second class meeting, provided that the change does not result in an increased or reduced course load. A student may add up to four courses in a fall or spring term and two courses in a summer term. No student may enroll in a course after the second class meeting has occurred; however, a student may withdraw from a course without academic penalty at any time prior to its last scheduled meeting.

### **S 1.02 Advising System**

#### **S 1.02.01 Advising**

New students are assigned a faculty advisor, and required to meet with the advisor during their first semester in attendance to outline a program of study. Periodic consultations with advisors are also recommended.

#### **S 1.02.02 LIS Program Planning Statement**

MS students are required to meet with their faculty advisors prior to or during their first semester of study to outline a program of study. This academic program of study is recorded on the student's LIS planning statement, which should be submitted to the Student Services Center when completed and signed by the student and faculty advisor.

Advisees may change advisors as their professional needs change in the program at any time during their academic experience. A Change of Advisor form can be obtained from the Student Services Center; the form must be signed by the student and the new faculty advisor, and returned to the Student Services Center.

### **S 1.03 Welcome Day**

A Welcome Day is held each Fall and Spring semester for new students.

#### **S 1.03.01 LIS Students**

For MS students, Welcome Day involves an introduction to the School and individual programs, lunch, a tour of the library, and Technology workshops. Details are posted on the [Welcome Day website](#).

### **S 1.04 Appeals**

The exclusion of a student from the program may be appealed to the Director in writing within 7 days after receipt of the dismissal letter. The Director will only consider an appeal when new evidence is presented regarding the circumstances that led to the exclusion. When the Director does consider an appeal, the student will



receive a decision in writing within two weeks after the appeal is received by the Director.

## **S 1.05 Attendance**

Attendance in classes is the sole responsibility of the individual student, with the understanding that each faculty member formulates an attendance policy and communicates it to students at the outset of each course. An attendance policy will include a clear statement of the instructor's expectations with respect to attendance and participation in class meetings, as well as a general indication of the extent to which attendance and participation may influence the overall evaluation of student performance.

In formulating an attendance policy, instructors are encouraged to seek the advice of the Director, other faculty colleagues, or the Assistant Dean for Academic Support. It is appropriate for members of the faculty to seek assistance of the Assistant Dean for Academic Support in relation to individual problems of attendance.

Students who are registered with the Office of Disability Services, and who will need accommodations around attendance, are encouraged to meet with the Office of Disability Services and the instructor during the first two weeks of the semester.<sup>i</sup>

## **S 1.06 Audits**

### **S 1.06.01 MS Courses**

Current MS students can audit a thirteenth course during their last semester. Students are allowed to audit only one course, and this option is available to them only in the final semester before they graduate. Students must discuss with the instructor in advance the appropriateness of auditing the course. Students are to contact the Student Services Center when planning on auditing a course in their last semester. An email to [consent@simmons.edu](mailto:consent@simmons.edu) by either the faculty member or the Assistant Dean for Academic Support will generate the appropriate billing. The auditing student's level of participation in a course will be determined by the instructor of that course. Students will receive no grade and no credit for the audit.

Students may not audit an online course. Also, MS students cannot audit Children's Literature courses.

### **S 1.06.02 Informal Audits**

Graduate students currently enrolled at the School are not allowed to audit courses informally.

## **S 1.07 Beta Phi Mu**

The Beta Beta Chapter of Beta Phi Mu, an International Library and Information Studies Society, was established on April 18, 1973 at Simmons University. This



chapter gives recognition to graduating students who achieve a 3.75 cumulative grade point average at the School. The total number of eligible candidates shall comprise no more than 35% of any graduating class. Membership is by invitation only and there is no time limit on the acceptance of an invitation into the society.

Those students who qualify for election are invited by the faculty to join the Beta Beta Chapter of Beta Phi Mu each spring.<sup>ii</sup>

## **S 1.08 Correspondence from The School**

Students must activate and maintain a Simmons University email account. Simmons uses Google Apps for Education as its platform for email, calendars, shared documents, etc. All school related correspondence will take place only through Simmons email, which can be accessed at <http://gmail.simmons.edu>. Simmons email can be forwarded to a personal email address, but it is the student's responsibility to make certain that Simmons email is checked regularly year round (including summer). Students can read more about Google Apps, including support and FAQs, at this web site: <http://googleapps.simmons.edu/gmail>.

## **S 1.09 Credits Allowed per Semester**

### **S 1.09.01 MS Students**

MS students may register for no more than 12 credits during the fall or spring terms. During the spring term, this total includes any short courses during the March spring break; students may register for no more than 6 credits during the six-week summer session. Students may register for no more than 3 credits during a short course week in any term.

### **S 1.09.02 Dual Degree Students**

Students in either the dual degree programs of Archives Management/History or Library Science/Children's Literature should consult with their faculty advisors about exceptions.

## **S 1.10 Degree Requirements**

### **S 1.10.01 LIS Academic Scholarship Policy**

Beginning with the fall 2013, a student in the Master of Science degree program must maintain a grade point average of at least 3.0 (B). In order to qualify for the degree, students must complete 36 credit hours, including the following core courses:

- LIS 415: Information Organization
- LIS 407: Reference/Information Services
- One course from the [Technology Suite](#)



Students who entered the program prior to fall 2013 must complete 36 credit hours to qualify for the Master of Science degree, including the following core courses:

- LIS 403 Evaluation of Information Services
- LIS 404 Principles of Management
- LIS 407 Reference/Information Services
- LIS 415 Information Organization
- LIS 488 Technology for Information Professionals

Descriptions for all of the above courses are available at <http://internal.simmons.edu/students/slis/current/courses/course-descriptions>

Students who fail to meet the above grade point average requirement will not ordinarily be considered for exclusion from the School until they have completed at least 12 semester hours. It is understood, however, that the student's connection with the University may be terminated whenever, in the judgment of the faculty, the student fails to show sufficient scholarship.

## **S 1.11 Degree Requirements and Time Limit**

### **S 1.11.01 LIS Students**

LIS students must complete requirements for the Master of Science degree within six years of their initial matriculation. The Assistant Dean for Academic Support, in consultation with the Director, has the authority to make exceptions to the six-year time limit up to one academic year.<sup>iii</sup>

### **S 1.12 Full-time Student**

The federal definition of full-time status for Simmons University is 10 credits and 5 credits for half-time student status.<sup>iv</sup>

### **S 1.13 Grading System**

The following grades, with corresponding numerical valuations, are used to evaluate academic achievement:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0.00

Grades will be posted to the student's AARC account at the end of the semester. Any errors or inquiries regarding grades should be referred to the Office of the Registrar



in person or by calling (617) 521-2111. Grades cannot be obtained from the School administrative office or the Student Services Center at any time. If a grade is needed for reimbursement purposes prior to receipt of your official report, the student may ask the instructor.

### **S 1.14 Graduation Participation Policy**

Students who have completed all degree requirements from the previous graduations of August and January are invited to participate in the upcoming May Commencement Ceremony.

Students who can demonstrate that they will complete their final courses in the upcoming summer session may petition to walk in the May commencement.

Dual degree students in the Archives Management / History program or Library Science / Children's Literature must complete all requirements in both degree programs in order to be conferred the dual degrees.

Students must file a Petition to Graduate with the Student Services Center.

#### **S 1.14.01 Decoupling the dual degrees of the Master of Science in Library and Information Science / Master of Arts in History**

Dual Degree Students in the Archives / History program, who have completed all degree requirements for the Masters of Science in Library and Information Science but not the Master of Arts in History, are able to be awarded the Master of Science degree while retaining their status as graduate students in the remaining degree program.

Decoupling is considered to be a separate process from withdrawing from a program. Students who withdraw from a program are required to reapply to that program if they would like to complete it but Dual Degree Archive / History students who decouple may receive each degree at separate times if they complete the degree requirements but still remain in the Dual Degree program until they have completed both degrees.

In order to satisfy the Library and Information Science degree, students must complete 33 credits in the LIS program, plus HIST 597 Historical Methods and Research, for a total of 37 credits. For the History degree, students must complete the 24 credits, including program requirements outlined by the History Department for the degree.

The policy already in place for students who, enrolled in the Library and Information Science program decide to pursue the dual degree still applies; that student must apply to the History program separately.





Both co-directors (advisors) must sign a form to agree to this decoupling of the dual degrees and the form should be filed for administrative purposes with the Student Services Center at SLIS and the Registrar's office. The student is then able to petition for single degree graduation.

There is no financial implication for the decoupling of the two degrees but it is the student's responsibility to discuss financial obligations with their Student Financial Advisor.

Decoupling degrees encompasses the following guidelines:

- Students enrolled in a dual degree program and have completed the requirements for one degree but not the other are eligible to “decouple” the dual degree program;
- Students who “decouple” receive the degree for the program completed and remain enrolled in the other program under the same requirements as those required by the dual degree program (e.g., 33 credits in LIS and HIST 597; 24 credits in History including 4 for HIST 597, Collective Memory or Sites of History, and a Thesis);
- Students are under the same financial guidelines regarding tuition for the dual degree Archives / History program whether they have “decoupled” (e.g., completed one degree's requirements and received the degree for one program or have not;
- Students must petition to “decouple” their program in order to facilitate tracking in terms of tuition and degree requirements. Students are admitted to both degree programs and are subject to dual degree requirements rather than independent degree requirements, regardless of whether they decouple or not.

## **S 1.15 Grievance Policy**

### **S 1.15.01 LIS Students**

An LIS student with a grievance regarding their final grade for a course should first discuss the grievance with the instructor. If issues are not resolved, the matter is to be brought to the Assistant Dean of Academic Support, who takes it to the Director for resolution. The Assistant Dean may consult with the instructor.

## **S 1.16 Honor Code Policy**

### **S 1.16.01 Policy**

Students are expected to conduct themselves in a way that is consistent with University policies and in a manner appropriate with the University's mission as an educational institution. The University Corporation retains authority over the granting of degrees and the disciplining of students at the University. In academic



matters, mutual responsibility between instructors and students requires cooperation and trust in maintaining the details and spirit of an honor system. This insures that a high level of integrity and honesty will be maintained within the academic programs.

The following are the major violations of the Honor System:

- *Cheating*: Copying others' works, collaborating with others without authorization, using crib notes or other unauthorized source materials during examinations, accessing and using others' computer files without authorization, and violating other specific regulations of the instructor.
- *Plagiarism*: Intentionally or unintentionally using someone else's words, works, thoughts, or expression of ideas without giving proper credit. When a source is not cited, it is assumed that the words, works, thoughts, or ideas are the sole product of the author, i.e., the student. Plagiarism includes handing in as one's own work a paper on which a student has received extensive aid in 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, references, or the like, must be noted using footnotes, endnotes, or whatever notation devices are appropriate for the field of study. Direct quotations must be differentiated from text using quotation marks or by indenting and single spacing.

Other violations to the Honor System include:

- *Misusing library and technology resources (including computer hardware and software)*, e.g., mutilating, stealing, deliberately misshelving, concealing or defacing, as in marking, underlining, highlighting, as well as unauthorized reconfiguration of software programs.
- *Illegally duplicating software or violating software licensing agreements*. Software license agreements prevent the duplication of any software application which an individual does not personally own. This excludes public domain software (shareware or freeware).
- *Violating copyright law* (Title 17, *United States Code*, Section 101, et seq.). Students should pay particular attention to section 107 which allows photocopying of copyrighted materials under the guidelines of "fair use" and to section 108, which describes some of the photocopying regulations in academic libraries. (See <http://www.simmons.edu/library/about/policies/index.php> for the introduction to the Simmons University Copyright Policy. While the policy is directed at employees of Simmons University, the School expects all students to adhere to it as well.)

All new students are required to read the [Honor Code](#) and are expected to abide by it.



### **S 1.16.02 Responsibilities**

By enrolling in Simmons University, each student pledges to uphold the Honor System. In addition, students are responsible for upholding the ethical professional standards of their programs. Students must try to ensure that others in the community also act honorably.

Instructors are responsible for defining and explaining the Honor System at the beginning of each semester, and for explaining standards of conduct as they relate to cheating and plagiarism in that course, including specifically: time limits, use of reference materials, and applicability of the Honor System to special projects or cooperatively assigned student tasks. In addition, instructors are expected to provide those conditions and expectations for tests and papers to which the Honor System applies.

Students are expected to adhere to the spirit of the Honor System, even when not presented with a direct rule. If there is a question as to whether an action or behavior will meet the Honor System's standards, students should consult with their advisor, the faculty members, or the Assistant Dean for Academic Support.

### **S 1.16.03 Procedures**

Any student violating the Honor System is responsible for reporting the violation immediately to the course instructor. In addition, a student who observes another student violating the Honor System is obliged to inform the student in violation and to urge that student to report the violation to the faculty member. The observing student is encouraged to report the case to the program director if no action is taken by the offending student.

A faculty member suspecting a student of violating the Honor System is encouraged to discuss the matter with the student. If the issue is not resolved at that level, the incident should be reported to the Director, who will attempt to resolve the situation in consultation with the instructor and the student.

### **S 1.16.04 Appeals Process**

If the decision of the Director does not resolve the violation issue, the Director will refer the issue to the faculty as a whole for ethical, behavioral and conduct violations not deemed appropriate for the University's Honor Board. Actions deemed appropriate by the voting faculty will be taken at that time. All such faculty decisions are confidential. The Director may forward academic dishonesty cases to the Simmons University Honor Board when deemed appropriate.

"Honor System Case Pending" will be noted on the transcript of any student who has a case pending. If the student is found not to be in violation of the Honor System, any notations regarding an Honor System violation will be removed; the transcript of a student found in violation of the Honor System will not note a violation of the



Honor System policy, unless the student is excluded from the University. In this case, the transcript will be noted as follows: “Excluded from the University.”

When a case is referred to the faculty, the student in question will be notified of the meeting. The student must be given an opportunity to examine and respond to the evidence before that meeting.

A violation shall be established by a preponderance of evidence and the faculty will render an appropriate remedy, which may include exclusion from the University. If any sanctions apply, they will be effective immediately upon the decision of the faculty and notification will be sent to the student and the instructor.<sup>v</sup>

## **S 1.17 Incompletes**

Students who become ill, have a medical emergency, a death in the immediate family, extreme hardship, or unusual circumstances, may request an incomplete from the instructor. Students must be performing at a passing level to be considered.

### **S 1.17.01 LIS Students**

LIS students must fill out the petition form in consultation with the instructor and the Assistant Dean for Academic Support must review it. If approval is granted, the incomplete must be finished by the end of the following semester.

If the course work is completed by the agreed upon date, a course grade is then reported. If the course work is not completed, a grade of “W” is reported. A course in which a student receives a “W” will carry no credit toward completion of the program and will not be included in computation of the student’s grade point average. A student may re-register for the course and must pay full tuition for the course.<sup>vi</sup>

## **S 1.18 Independent Study**

### **S 1.18.01 LIS Students**

Independent Study offers a valuable opportunity for the advanced student who has demonstrated ability for research in fields related to personal experience, interest, or objectives. Projects can be adapted to individual students’ interests or the common goals of a small group of students working together. For example: Independent Study may include group investigations on a topic of mutual interest or directed research resulting in an essay.

### **S 1.18.02 Eligibility Requirements for Independent Study**

The student must have successful completion of 9 credits, a minimum of 3.0 grade point average, and the ability to make the work and time commitment required of an independent study.



### **S 1.18.03 Faculty Approval**

In order to register for an Independent Study, a student must have prior approval from a supervising faculty member. The supervising faculty member must be a full-time faculty member. Generally, a faculty member should be approached prior to the registration period. Based on that conversation, a student will then fill out an Independent Study form. This statement includes the dimensions of the research involved, the methodology to be used, and the objectives to be reached in the stated project. Once the form has been signed by both the student and the supervising faculty member, the form is then submitted to [slisreg@simmons.edu](mailto:slisreg@simmons.edu) for final processing.

### **S 1.19 Library Student Association**

Faculty of the School recognizes the Library and Information Science Student Association (LISSA), and reaffirms its previous votes to this association as the legitimate representatives of the students, and a duly constituted body. The faculty voted to invite LISSA student representatives, up to three, to each meeting of the faculty.<sup>vii</sup>

### **S 1.20 Low Grades**

At the final faculty meeting for each semester, those students who have a grade point average below B (3.0) will be discussed. In addition, any individual member of the faculty may add the name of any individual student to the list for discussion.<sup>viii</sup>

#### **S 1.20.01 Students -- Academic Standing**

A student who comes before the faculty for discussion related to academic standing will receive an appropriate written communication of the discussion, the date, and/or the decision.<sup>ix</sup>

### **S 1.21 Non-Degree Student**

#### **S 1.21.01 Audit a LIS Course**

Those interested in auditing a course may apply to the School as a non-degree student. Normally, classes meet once a week for three hours during regular semesters and twice a week during the summer session. Students must discuss with the instructor in advance the appropriateness of auditing the course. The option to audit a course is available on a space-available, non-credit basis to Simmons LIS alumni for \$400 per course and to non-Simmons applicants for one-half the prevailing tuition. The student activity fee is required as well for all non-degree students. Audits are non-refundable after the first class meeting. Registration is binding both financially and academically and the student will be billed based on the School's billing policy. The level of participation of non-degree students auditing a course will be determined by the instructor of that course.



### **S I.2I.02 Students planning to apply to the School**

Potential students to the Master of Science degree are permitted to enroll in up to two courses as non-degree students. Non-degree students will be considered for courses after all current students have registered.

### **S I.2I.03 Simmons Employees**

Current employees of Simmons University may enroll in up to 6 credits as a non-degree student.

### **S I.2I.04 Those who have earned their LIS degree**

Simmons alumni or others who have earned their Master's in LIS from an ALA-accredited institution are allowed to audit as many courses as they would like, as long as space is available. If credit is necessary, no more than 6 credits may be completed. The student may petition the Assistant Dean for Academic Support if they require completion of more than 6 credits (e.g., those who already have their master's degree and are interested in completing SLTP or Archives certification).

### **S I.2I.05 Those interested in professional development but not the degree**

Those who want to take a course for professional development and are not planning to apply to the master's degree program at a later date are allowed to enroll as an auditing non-degree student and will not receive a grade or credit. If the employer requires proof of earned grade or credit for tuition reimbursement, enrollment in no more than 6 credits will be allowed.

### **S I.2I.06 Students enrolled in another LIS program**

Anyone currently enrolled in a different LIS program who wishes to transfer coursework to that program may enroll for no more than 6 credits. Audited courses do not transfer into any degree program, as no grade or credit is earned.<sup>x</sup>

## **S I.22 Non-Discrimination Statement**

The University does not discriminate unlawfully on the basis of race, color, religion, national origin, age, gender, transgender, gender expression, sexual orientation, disability, or veteran's status in admission or access to, or treatment of employment in, its programs or activities. In accordance with applicable law, admission to the University's undergraduate baccalaureate program is reserved for women.<sup>xi</sup>

## **S I.23 Short Course Week**

An MS student is limited to taking 3 credits at a time in one abbreviated format, known as Short Course Week.<sup>xii</sup>

## **S I.24 Student Data Gathering**

Faculty of the School recognize that students' gathering of current data, through questionnaires, field interviews, and similar methods, can represent both a valuable



learning experience and a significant contribution to the instructional objectives of courses. However, the faculty expects each instructor to exercise responsibilities in oversight of both the amount and quality of such activities, in order to safeguard the school's relationships with the professional community, which is vital to the success of its education program.

In particular, it is the responsibility of each instructor to take all necessary steps to ensure that these activities are not permitted to become burdensome to neighboring libraries, that any data-gathering tool is competent in construction and has been properly tested in advance of distribution, that unreasonable deadlines are avoided, and that providing the desired data does not place an inappropriate burden upon respondents.

Furthermore, as a matter of faculty policy, every student preparing to undertake such an endeavor should first obtain the permission of his/her instructor. It is the responsibility of all instructors to communicate this policy to students.

The faculty should contact the Office of Sponsored Programs for information about the Institutional Review Board process (x2415) or visit the IRB webpage at <http://www.simmons.edu/about-simmons/leadership/provost/sponsored-programs/institutional-review-board>.<sup>xiii</sup>

## **S 1.25 Transfer of Credit**

### **S 1.25.01 LIS Courses**

With the approval of the faculty, the School will accept credit for LIS graduate work completed at another ALA-accredited graduate institution towards the Master of Science degree. Under special circumstances, the faculty may approve exceptions to the ALA accreditation requirement. A student may petition to transfer up to six credits. Graduate level courses taken toward an earned degree may not be considered for transfer of credit.

Please [download the PDF](#) for the full petition procedure and for the petition form.

### **S 1.25.02 International Travel Courses**

Students interested in taking an international travel course offered by a school other than Simmons should consult the approved list of international travel courses offered at ALA-accredited LIS programs. If the course is on the approved list, the student must complete the "Transfer of Credit" form and submit it to the Assistant Dean for Academic Support for processing prior to taking the course. If the course is not on the approved list, the student must consult with the Assistant Dean for Academic Support for approval. The approved list of courses and the Transfer of Credit Petition Form can be [downloaded as a PDF](#).



## **S 1.26 Waiver**

Students who enter the School with an acceptable background of graduate study in library and information studies from an ALA-accredited program may petition the faculty for a required course waiver in addition to a transfer of credit upon completion of 12 credits. If there is no transfer of credit, a waiver may be requested to substitute an elective course from the library and information science curriculum for a required course. A waiver may only be requested if there is sufficient proof of the knowledge of the material covered in the required course to warrant such a waiver, as voted by the School faculty.

## **S 1.27 Withdrawal from School or Courses**

### **S 1.27.01 Withdrawal from Courses**

A student may withdraw from a course without academic penalty at any time prior to its last scheduled meeting.

### **S 1.27.02 LIS Students**

A student who finds it necessary to withdraw or take a leave of absence from the School during the regular academic year or the summer session must send written notification indicating the reason for withdrawal to the Assistant Dean for Academic Support.

MS students who decide to withdraw from the School must:

1. Notify and meet with or contact the Assistant Dean for Academic Support.
2. There is an electronic form that is then emailed to the student to fill out that they are requesting to be withdrawn or take a leave of absence from the university. When the student fills out the form, an automatic email is then sent back to the Assistant Dean for Academic Support, the SLIS wufoo Administrator, the Registrar's office, and the Student Financial Service office. No withdrawal becomes official until the electronic form has been returned.
3. Recipients of financial aid should also notify the Office of Student Financial Aid. Financial aid recipients must also consult a financial aid officer before withdrawal from a course(s) or the program.<sup>xiv</sup>

## **S 1.28 Other Simmons College Policies**

In some instances the School and Simmons University may have different policies. In the instance where the policies differ, usually the School policy takes precedence. For policy clarification, students should contact the Assistant Dean for Academic Support.





## E 1.00 Endnotes

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- <sup>i</sup> Attendance: passed November 8, 1972
  - <sup>ii</sup> Beta Phi Mu: passed November 20, 1972
  - <sup>iii</sup> December Requirements and Time Limits: Degree Requirements passed December 13, 1967, November 13, 1974; Time Limits passed January 11, 1967, December 17, 1968
  - <sup>iv</sup> Full-time Student: passed September 18, 1967
  - <sup>v</sup> Honor Code Policy: passed May 19, 1988, amended June 25, 2001
  - <sup>vi</sup> Incompletes: passed April 12, 1995, revised May 19, 1995
  - <sup>vii</sup> Library Student Association: passed June 5, 1968, January 15, 1970, March 19, 1975, February 13, 1992
  - <sup>viii</sup> Low Grades: passed April 8, 1970
  - <sup>ix</sup> Students -- Academic Standing: passed April 9, 1969
  - <sup>x</sup> Non-Student Students, formerly Unclassified Students: passed November 29, 1967, November 4, 1970, December 18, 1981
  - <sup>xi</sup> Non-discrimination Statement: passed September 14, 1988
  - <sup>xii</sup> Short Course Week: passed April 9, 1997
  - <sup>xiii</sup> Student Data Gathering: passed May 16, 1973
  - <sup>xiv</sup> Withdraw from School or Courses, formerly Withdraw from Courses: passed January 9, 1969, revised April 9, 1997

\* Policies voted by faculty on May 14, 2010; Ratified by faculty vote October 10, 2012  
\*Revised and voted by faculty, December 19, 2014; reaffirmed by faculty vote November 18, 2015; reaffirmed by faculty vote December 2018.

