



***MBA@Simmons and HealthCareMBA@Simmons  
Student Handbook and Academic Policies***

**Adopted February 20, 2019**

*Last Revised July 15, 2019*

## **Preface**

The School of Business Student Handbook and Academic Policies is published by the Simmons School of Business faculty and updated annually on August 15th and throughout the year, if the need arises. It provides current information on University policies, program requirements and expectations. New versions are made available to all students via posting on the School of Business website, provided in the @Simmons Orientation course, and emailed to students.

Students are responsible for familiarizing themselves with all changes made to the Student Handbook and Academic Policies as they proceed through their programs and earn their degrees. Students are subject to the most recent version of the Student Handbook and Academic Policies.

While the Student Handbook 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 email, and the new version made available.

## Table of Contents

<b>Preface</b>	2
<b>School of Business Mission, Vision and Values</b>	6
Simmons University	
School of Business Mission Statement	6
The School of Business Values	6
<b>Academic Program Goals by Program</b>	7
Master of Business Administration Program Goals	7
Master of Business Administration in Health Care Program Goals	7
<b>School of Business Honor Societies and Academic Honors</b>	8
Beta Gamma Sigma, Alpha Delta Sigma and Upsilon Phi Delta	8
Graduate Honors	9
<b>Academic Policies</b>	10
Student Work and Intellectual Property	10
Assignments, Deliverables and other Course Requirements	10
Classroom Norms	11
Career Support Resources and Services	12
Course Evaluations	13
Disability Services	14
Educational Rights and Privacy	14
Examinations	14
Legal Holidays	16

*Last Revised July 15, 2019*

Religious Observances	16
Netiquette	16
Notice of Non-Discrimination	17
<b>Academic Standards</b>	18
Honor Code	18
Violations of the Honor Code	19
Simmons University Hazing Policy	20
Title IX and the Simmons University Gender-Based Misconduct Policy	21
Confidential Resources	21
Limits on Confidentiality	22
Reporting Sexual Misconduct	22
University Response to Complaint of Sexual Misconduct	22
Non-Retaliation Policy	23
<b>Academic Standards for all School of Business Graduate Programs</b>	24
A grade of F in a course	24
Satisfactory Academic Progress (SAP)	24
Academic Warning and Academic Review Process	25
Academic Review Process	25
Grades and Grade Point Average Translations for the Graduate Programs	27
Graduate Letter Grade Percentile Range	28
Grading Policies	28
<b>Academic Policies for School of Business Graduate Students</b>	29

Adding/Switching Courses	29
Course Withdrawal	29
Leaves of Absence and Withdrawal from Simmons	29
Tuition Refunds and Programmatic Changes	30
Attendance	30
Class Time Conflicts	31
Completing the Degree	31
Technology Fluencies	31
Course Waivers and Transfer Credits	31
Email Policy	33
Incomplete Coursework	34
Grades of Incomplete and Prerequisites	34
Technology Hardware and Software specifications	35
Transferring Between MBA and Health Care MBA	35
Requirements for Walking at May Commencement	36
<b>Degree Requirements – MBA Program</b>	36
<b>Degree Requirements – Health Care MBA Program</b>	38
<b>The Accelerated MBA</b>	40

# **School of Business Mission, Vision and Values**

## **Simmons University**

### **School of Business Mission Statement**

The Simmons School of Business faculty, students and staff work in partnership to develop socially responsible and skilled leaders ready for successful careers in the collaborative and competitive environments of business and nonprofit management. We are dedicated to a highly participatory learning environment that values academic excellence, diversity and inclusion, academic scholarship, teaching excellence, and life success for all our students and our colleagues.

### **The School of Business Values**

- Strategic, rigorous, and experience-based management education that is attentive and responsive to changing environments and welcoming to a diverse community.
- Industry interaction that informs our teaching, offers internships and employment opportunities to our students, and creates value for our industry partners.
- Thought leadership and cutting-edge practice in and outside of the classroom 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, non-profit, and governmental sectors.
- A vibrant network of students, alumnae/i, employers, and partners as a critical resource for individuals and for the school.
- Problem-solving and decision-making supported by critical thinking and analytical skills considering complex environments under uncertain conditions.
- Excellence in faculty teaching, research and practice.
- A supported and resourced, dynamic and committed community of faculty and staff.

## Academic Program Goals by Program

### Master of Business Administration Program Goals

1. **Analysis and Decision Making:** Simmons MBA 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 MBA 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 MBA 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 MBA 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 MBA graduates are prepared to make ethical, socially responsible and fiscally sound decisions in their organizations and businesses.

### Master of Business Administration in Health Care Program Goals

1. **Analysis and Decision Making:** Simmons Health Care MBA graduates make effective and efficient decisions that are sensitive to ambiguous contexts and conflicting objectives among participants in the healthcare 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 Health Care MBA 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.
3. **Performance Based Accountability:** Simmons Health Care MBA 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 healthcare environment, there are many inequities. Simmons Health Care MBA 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 Health Care MBA 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 healthcare organizations.

## **School of Business 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 of the American Advertising Federation for marketing students. Eligible students 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.

#### **Graduate Honors**

The top 10% of every graduating class in the graduate programs will receive high honors and top 5% will receive highest honors. Diplomas are reprinted with the honors designations.

## **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 their 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 University in accordance with the terms of the Simmons Intellectual Policy.
- b) The University shall own a Student Work that is produced under or as a product of 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 University shall be considered Works Made for Hire, and the University shall retain ownership and use of such works.
- d) Works created by students for third parties as part of an external internship or experiential learning program are not subject to this policy and may be covered by the ownership policies in place at the internship site or external program.

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

### **Assignments, Deliverables and other Course Requirements**

Student assignments are due after the last scheduled final exam of the term. Faculty may make exceptions to the above due date with the approval of the School of Business Director or Program Director. Faculty members may allow students to build on previously submitted course assignments if appropriate. Students are responsible for make arrangements for exceptions with faculty members

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

*Last Revised July 15, 2019*

to turn in all assignments on or before their due date. If the assignments are turned in late, the course instructor may choose to accept it with or without penalty. The faculty member's policy on late assignments is included in the course syllabus or in written assignment instructions.

Students can access assignments via 2SC Coursework once the instructor has provided a grade or feedback. The instructor may upload an edited document (or document with summative comments) or input a grade. Student can access the submission page and download or open the document. After the term, a course will be archived under Past Courses on 2SC. Students will be able to do this as long as they have access to 2SC.

### **Classroom Norms**

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

#### ***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.
- 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.

- 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.

### **Career Support Resources and Services**

Students have access to career support resources and services designed to help create, identify, and access career advancement opportunities. Students are encouraged to take advantage of these tools as they consider, define, and refine their career goals.

### **Virtual Career Center**

The Virtual Career Center offers professional development best practices and allows students to access them anywhere on their own time. These tips and resources are delivered through a combination of asynchronous, self-paced content and live, 1:1 sessions, which build on career development concepts.

### **Individual Appointments**

Students may schedule one--on--one advising appointments with our career services staff at any time. During these appointments, staff can help with résumé reviews, mock interviews, career goal definition, and more.

*Last Revised July 15, 2019*

## **Networking Guidance**

Students are able to work with the career services team to help create a networking strategy to engage with alumni and employers alike. The team will help find job opportunities through Simmons' exclusive job posting tools, and determine key industry-specific tips for getting hired.

## **Career Resources**

The career services team offers a library of career resources to assist with application materials, development of a professional brand, and more. Resources include guides for interviews, tips for writing résumés and cover letters, templates, and live and recorded webinars.

For additional information please contact:  
careerservices@online.simmons.edu or 617-992-7306

## **Simmons University is committed to providing every student with a safe learning environment**

Students should consider others in their choice of language and avoid demeaning comments, racial or ethnic slurs and other potentially offensive language.

- School of Business faculty strive to engage each student in the classroom and believe that the classroom should be an area for learning.
- Students will not engage in activities in the classroom that interfere with the learning environment, including non-class related use of computers or phones, side conversations and other forms of disruptive behavior.

## **Course Evaluations**

As part of continuous improvement efforts, student feedback on program goals, established course learning objectives and course content is very important to the School of Business faculty and administration. Faculty may allot time for online evaluations near the end of the course for completing evaluations. Course evaluations are made available in the course site. Students with questions or

concerns about the course evaluation process should contact Student Support.

### **Disability Services**

Simmons University 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. Students seeking accommodations for a physical, learning or psychological disability should be in touch with the Simmons Disability Services Office can be reached at 617-521-2474. Students receiving accommodations are encouraged to contact their instructors within the first two weeks of the term to discuss their individual needs for accommodations. Additional information about Disability Services at Simmons can be found at the [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 university files, copies of emails, "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.

### **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 and early in the term when planning work related travel, conferences and other

professional obligations which may conflict with the exam schedule.

In rare circumstances, a faculty member may allow an exam to be taken at a different time by a student. The student is responsible for notifying the faculty member of the need to reschedule an exam well in advance of the scheduled date. Not all requests to reschedule an exam will be granted.

A faculty member who has made arrangements with a student for an alternative testing date and time 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.

**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, it will be required to have the two-way video camera on during the online exam, and a faculty member with access to the student's 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, the contents should not be discussed with other students.

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.).

If a student anticipates a technology issue prior to any of these situations, the 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**

The programs typically 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 hold the class during that calendar week. Live-session classes are not held on holidays that fall during the December winter break.

### **Religious Observances**

Classes may be scheduled and held on days that, for some students, may fall on one or more religious holidays. Please consult the academic calendar to see the dates when classes are held in a given year. Faculty members or students who are unable, because of their religious beliefs, to give a class, to attend a class, or to participate in an examination, class, or work requirements on a particular day in order to observe a religious holiday shall be excused from the class, study, or work requirements 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 a legal right for students and faculty; it is not a matter left to the discretion of any faculty member or administrator. Absences due to religious observances are not limited to certain religions or particular holidays; the law covers all religions and all religious holidays. Questions about absences for religious observances should be directed to the Office of Student Life.

### **Netiquette**

Netiquette refers to the rules and guidelines of etiquette that govern online conversation.

- Respect confidentiality.
- Recordings and files may not be shared without permission.
- Follow basic computer etiquette when interacting with the 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, do your best to be empathetic when misunderstandings arise, and work to resolve them promptly.
- 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 student groups are not officially connected with the School of Business or Simmons University. If you are looking for an official response to a question or issue, please be sure to contact the School of Business directly.

#### **Notice of Non-Discrimination**

Chartered in 1899 and opened in 1902, Simmons University is first and foremost an academic community whose primary goals are to prepare individuals 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 University community.

To ensure that these goals are attained, Simmons has committed itself to the following principles: Simmons University 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 University 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 University 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 University 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 University 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 University 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 University's policies and compliance with applicable laws, statutes, and regulations may also be directed to the University President's Office, or to the University's General Counsel, in E-200 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 University officer (or his or her designee) will conduct an investigation and issue a written decision on the complaint, ordinarily within 45 days.

## **Academic Standards**

### **Honor Code**

*Last Revised July 15, 2019*

As an academic community, Simmons School of Business 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 university life.

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 original 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 are expected to follow the [Simmons 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 University Honor Board. If a student fails to comply with the [Simmons 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 University. 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.

#### 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 University Copyright Policy](#).

### **Simmons University Hazing Policy**

*Last Revised July 15, 2019*

Simmons University 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.

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 University 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 University has a 'Gender-Based Misconduct Policy' which defines these forms of misconduct, outlines University protocol and procedures for investigating and addressing incidences of gender-based discrimination, highlights interim safety measures, and identifies both on and off-campus resources. The policy and a list of resources is located here: <https://internal.simmons.edu/students/general-information/title-ix/gender-based-misconduct-policy-for-students-faculty-staff-and-visitors>. Additionally, the Gender-Based Misconduct Policy has a Consensual Relationships clause that prohibits intimate, romantic or sexual relationships between students, faculty, staff, contract employees of the University, teacher's assistants, and supervisors at internship/field placement sites.

### ***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](http://www.aftersilence.org)
- [www.sassnh.org](http://www.sassnh.org)
- [silentnomore.org](http://silentnomore.org)

### ***Limits on Confidentiality***

While Simmons University 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, 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 [Title IX Coordinators](#).

### ***University 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 University 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 [Title IX Coordinator](#).

## **Academic Standards for all School of Business 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 the graduate program at the School of Business. 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 academic progress is below the satisfactory levels, and that earning one additional C in a future course will 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 be put into a formal academic review process (see below for details.). Before proceeding with any other course, the student must clear the grade of F.

The student must register for the course again and is responsible for all tuition and fees. Grades are not removed from the student's transcript.

#### **Satisfactory Academic Progress (SAP)**

To be eligible and continue to receive Federal Student Aid (FSA), students must make satisfactory academic progress toward achieving and completing their program of study through measurement of qualitative (GPA) and quantitative (completed credits) standards.

##### **Qualitative Standard:**

Students enrolled in a graduate degree program must maintain a minimum cumulative GPA of 2.67.

##### **Quantitative Standard:**

A graduate student must complete at least 50% of all credits attempted. This is

calculated by dividing the total credits earned by the total credits attempted.

Graduate students are required to complete the degree within the timeframe established by Simmons. All credits attempted will count towards this timeframe. Graduate degree candidates should consult their program as the number of credits required varies per program. Withdrawals, after the add/drop period, count as attempted but not completed credits.

For more information on Satisfactory Academic Progress (SAP), please see the complete information and policies on [Student Financial Services Website](#).

### **Academic Warning and Academic Review Process**

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

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

- After the end of every term, Academic Advising 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 term, Academic Advising 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 have their entire academic record and academic standing in the graduate program reviewed by the Academic Review Committee and not be allowed to continue in the program until the grade of F has been cleared, or one of the grades of C has been cleared.

The Academic Review Committee consists of the School of Business Director, Program Director, and appointed faculty members who meet as needed. Students are strongly encouraged to submit a personal statement discussing why they have performed poorly and their plan for improvement. 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 School of Business. 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:*

- o 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.
- o If a student receives more than two Cs, the Academic Review Committee will designate the course(s) which they require the student to repeat.

The student will be re-admitted to degree candidacy and allowed to re-enroll for the following term 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 School of Business, the student must apply for re-admission. The School of Business 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 Business 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 term.

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

## **Graduate Letter Grade Percentile Range**

The programs use the following letter grade percentile ranges.

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 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 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 University. 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 Program Director and/or the Director of the Business School must approve this change. The change should then be submitted in writing to Academic Advising, who will notify the Registrar of the University to change the grade in question.

*Last Revised July 15, 2019*

If a student has questions about a course grade for any other reason, the student 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 a grade, the student should submit the appeal, in writing to the Program Director and/or the Director of the School of Business. 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 School of Business Graduate Students**

### **Adding/Switching Courses**

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 Sunday of Week 2 at 11:59pm Eastern Time, by emailing the Registrar's Office at registrar@simmons.edu. Students will no longer be able to make changes themselves on AARC.

### **Course Withdrawal**

After week 2, if a student is unable to continue in a specific course they **can withdraw from the course up until Sunday of the 8th week at 11:59 p.m. Eastern Time**. After this time, students are not able to withdraw from a course; students will remain registered and earn a letter grade. It is highly recommended that students speak to their course faculty and academic advisor prior to requesting a withdrawal. A "W" will be noted on the official transcript.

### **Leaves of Absence and Withdrawals from Simmons**

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 their programs of study and know the date by which degree requirements must be completed. Students have 5 years from the first term enrolled to complete the program. Any extension needs to be approved by petitioned through the School of Business Director.

Any student who has received a loan for the University or Federal Financial Aid

should consult with their counselor in advance of applying for a leave of absence, to understand financial and payment implications.

Students who wish to withdraw from Simmons should contact their Academic Advisor for an exit meeting as part of the withdrawal process. Recipients of financial aid should also notify the Office of Student Financial Services. Students who withdraw from the university and who wish to seek re-admission at some later time must apply for readmission through the standard Admissions process applicable to all candidates seeking admission. Admission once does not guarantee that admission will be granted a second time.

Students who do not register for classes in consecutive terms and are not on an official leave, or have not officially withdrawn, will be administratively withdrawn by Simmons. A new admissions application is required to be considered for return to the active student status.

Students can request a Leave of Absence or Program Withdrawal form from Academic Advising.

### **Tuition Refunds and Programmatic Changes**

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 student who has received a loan from the University or Federal Financial Aid should consult with their counselor prior to making any programmatic changes to understand financial and payment implications. 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.

### **Attendance**

The live session class time is intended to deepen your understanding of the asynchronous materials you have experienced in a given week. It also offers a time to discuss, demonstrate, and analyze skills that will be applied in practice.

Your attendance is required. **Please be advised that make-up assignments for missed live sessions will NOT be offered.** Regardless of your reason for absence, if

you are unable to attend the live session, you will forfeit your weekly participation points. Also, please be aware that tardiness to the live session will result in subtraction of points from your weekly participation grade.

### **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 Business. This limit includes time spent on a leave of absence. A petition for an additional year may be requested through the Program Director and the School of Business Director for extenuating circumstances that require extra time.

The School of Business 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.

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

### ***Technology Fluencies***

Students are expected to possess the technology competencies necessary for success in Health Care MBA and MBA Programs. These competencies have been defined by the faculty within individual courses and approved by the Curriculum Committee.

### **Course Waivers and Transfer Credits**

#### **MBA Program and Health Care MBA Program Waivers and Transfer Credits for Entering Students**

While the School of Business expects that students will take all or most of their coursework within the program to which they were admitted at Simmons University, entering students may apply for limited course transfers and waivers. All transfer credit requests will be reviewed by the Program Director and the

School of Business Director, in consultation with the relevant faculty members.

Inquiries about transfer credits and course waivers can be directed to Academic Advising. Up to six credits of coursework may be transferred, and up to two courses may be waived. Accompanying documentation should include an official transcript, course syllabus, and a statement saying why the student feels the course credit should be 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.
- Up to 6 credits earned in another master level program may be transferred into the Simmons School of Business MBA or Health Care MBA degree at the discretion of the Business School Director and Program Director
- Transfer credit only transfers credit, and not the grade. The Simmons School of Business 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: MBAO 411 Economic Analysis for Managers, MBAO 420 Financial Reporting and Analysis, and MBAO 415 Quantitative Analysis.

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

Health Care MBA students who are allowed to waive courses must complete other courses to replace the credits of those waivers with one or more of the following:

- MBAO courses: MBAO 412, Business, Government and the Global

Economy; MBAO 442, Financial Capstone, or MBAO 440 Strategy Capstone.

- Independent Study for three credits
- A combination of MBA elective(s) of two credits and MBA immersions of one credit

Approval is contingent upon fulfilling or meeting the prerequisites for the MBAO courses and having those approved by the current course lead for each of the courses.

For course waivers:

- Student must demonstrate prior relevant coursework.
- Student must pass a waiver exam or complete a waiver essay with a grade of B or better within the first week of the first term of the MBA or Health Care MBA program. The faculty with expertise in the area will decide if an exam or essay will be required and will grade the exam or essay.
- Course waivers do not affect the number of course credits required for graduation.

#### **Course completion while on active military assignment:**

Students, who are required to participate in weekly or monthly meetings, weekend drills, annual trainings, military schooling or other 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 website.

### **Incomplete Coursework**

Students are expected to complete required coursework 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 Business School Director and/or Program Director by the last day of the 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 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:* Students must complete the outstanding work no later than 2 weeks after the start of the next term.

If a student is unable to complete the outstanding work 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 School of Business and/or Program Director must also approve requests for an extension.

### **Independent Study**

Independent studies offer students the opportunity to spend considerable time over the course of a term 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 publication.

There is a minimum GPA requirement of 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 school of Business faculty member willing to supervise the project, conducting primary or archival research, and completing a 20-30 page research paper, plus bibliography.

### **Grades of Incomplete and 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 receives an Incomplete in a course that is a prerequisite for another course to be taken in the subsequent term, the student must meet all remaining course requirements to clear the Incomplete by the end of Week 2. If the student does not clear an Incomplete in a prerequisite for any course within the allowable period, the Academic Program Office will drop the student from that course.

### **Technology Hardware and Software specifications**

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
- A headset

Software Compatibility:  
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 Between MBA and Health Care MBA**

Students will be required to formally apply to be admitted to the program. If admitted, students must withdraw from their original program. Students should

*Last Revised July 15, 2019*

consult with the School of Business Director and/or Program Director as well as Admissions. Course credits will be evaluated on an individual basis.

### **Requirements for Walking at May Commencement**

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

## **Degree Requirements – MBA Program**

The MBA@Simmons program requires the successful completion of 48 credit hours.

### **Term 1 (11 Weeks)**

MBAO 420 Financial Reporting and Analysis 3 cr.

MBAO 455 Leading Individuals and Groups 3 cr.

### **Term 2 (11 Weeks)**

MBAO 415 Quantitative Analysis 3 cr.

MBAO 427 Strategic Thinking and Analytical Decision Making  
(Prerequisite: MBAO 420) 3 cr.

### **Term 3 (11 Weeks)**

MBAO 411 Economic Analysis for Managers  
(Prerequisite: MBAO 415) 3 cr.

MBAO 421 Managerial Accounting  
(Prerequisite: MBAO 420) 3 cr.

*Last Revised July 15, 2019*

**Term 4 (11 Weeks)**

MBAO 425 Marketing Management  
(Prerequisite: MBAO 411, MBAO 415, MBAO 420) 3 cr.

MBAO 430 Technology and Operations Management  
(Prerequisite: MBAO 415) 3 cr.

**Term 5 (11 Weeks)**

MBAO 435 Finance  
(Prerequisite: MBAO 420) 3 cr.

MBAO 470 Negotiation and Conflict Management (Prerequisite: MBAO 455 preferred but not required) 3 cr.

**Term 6 (11 Weeks)**

MBAO 5XX Electives (6 credits in total; may have prerequisites). 1-2 cr.  
Note: Two electives must be immersions, at least one based in Boston.

MBAO 412 Business, Government and the Global Economy  
(Prerequisites: MBAO 420) 3 cr.

**Term 7 (11 Weeks)**

MBAO 5XX Electives (6 credits in total; may have prerequisites). 1-2 cr.  
Note: Two electives must be immersions, at least one based in Boston.

MBAO 465 Leading Organizational Change (Prerequisites: none) 3 cr.

**Term 8 (11 Weeks)**

MBAO 442	Financial Strategies (Prerequisites: MBAO 411, MBAO 412, MBAO 415, MBAO 420, MBAO 421, MBAO 425, MBAO 427, MBAO 435)	3 cr.
MBAO 440	Strategic Management Capstone (Prerequisites: MBAO 411, MBAO 415, MBAO 420, MBAO 421, MBAO 425, MBAO 427, MBAO 430, MBAO 455, MBAO 412)	3 cr.

### **Electives and Immersions**

MBAO 4XX	Electives (6 credits in total; may have prerequisites). Note: Two electives must be immersions, at least one based in Boston	1-2cr.
----------	---	--------

## **Degree Requirements – Health Care MBA Program**

The Master of Business Administration in Health Care requires the satisfactory completion of all course work. Students must complete 48 credit hours of required courses and two one-credit immersions, one of which must be in Boston.

### **Term 1 (11 Weeks)**

MBAO 420	Financial Reporting and Analysis	3 cr.
MBAO 455	Leading Individuals and Groups	3 cr.

### **Term 2 (11 Weeks)**

MBAO 415	Quantitative Analysis	3 cr.
MBAO 427	Strategic Thinking and Analytical Decision Making (Prerequisite: MBAO 420 preferred but not required)	3 cr.

**Term 3 (11 Weeks)**

MBAHO 480	The Health System	3 cr.
MBAO 421	Managerial Accounting	3 cr.
	(Prerequisite: MBAO 420)	

**Term 4 (11 Weeks)**

MBAHO 410	Health Economics	3 cr.
	(Prerequisite: MBAO 415)	
MBAHO 424	Health Care Marketing Management	3 cr.

**Term 5 (11 Weeks)**

MBAHO 434	HC Finance	3 cr.
	(Prerequisites: MBAO 420, MBAO 421, MBAO 415)	
MBAO 470	Negotiation and Conflict Management	3 cr.
	(Prerequisite: MBAO 455 preferred but not required)	

**Term 6 (11 Weeks)**

MBAHO 429	HC Quality and Measurement	3 cr.
	(Prerequisite: MBAO 415)	
MBAHO 448	HC Information Technology	3 cr.
	(Prerequisite: MBAHO 480)	

**Term 7 (11 Weeks)**

MBAHO 466	HC Leadership and Change	3 cr.
-----------	--------------------------	-------

*Last Revised July 15, 2019*

(Prerequisites: MBAO 455, MBAHO 480. MBAO 470 and MBAHO 420 preferred but not required)

HC Law and Ethics  
MBAHO 481 (Prerequisite: MBAHO 480 or by permission of instructor) 3 cr.

### **Term 8 (11 Weeks)**

MBAHO 436 HC Financial Strategy 3 cr.  
(Prerequisite: MBAHO 410, MBAO 415, MBAO 420, MBAO 421, MBAO 424, MBAO 427, MBAO 429, MBAHO 434, MBAHO 443, MBAO 448, MBAO 455,, MBAHO 480, MBAHO 481, and pre/co-requisites MBAHO 466)

MBAHO 443 HC Organizational Strategy 3 cr.  
(Prerequisite: MBAHO 410, MBAO 415, MBAO 420, MBAO 421, MBAO 424, MBAO 427, MBAO 429, MBAHO434, MBAO 448, MBAO 455, MBAHO 466, MBAHO 480)

### **Immersion**

MBAOI 490 Immersion (2 credits in total; may have prerequisites)  
Note: One immersion must be in Boston.

## **The Accelerated MBA**

The Management Program offers an accelerated Bachelor's to MBA degree program for qualified Simmons students. This accelerated program allows students to save between 2 and 4 courses worth of tuition, depending on their undergraduate major, and accelerate the completion of Simmons' online MBA program.

Accepted students take the first two courses in the MBA curriculum as part of their undergraduate studies. These two courses are taken in the @Simmons MBA program and fulfill two undergraduate general elective requirements as well as two MBA course

*Last Revised July 15, 2019*

requirements (6 credits).

Once matriculated into the MBA program, up to two additional courses (6 credits) from the MBA curriculum may be waived. As a result, some students will only need to complete an additional 36 credits, or 12 courses, to earn their MBA. *Note: The complete MBA curriculum is 48 credits, or 16 courses.*

Applicants are required to submit an online application, official transcripts, resume, essay and two letters of recommendation — one must be from an advisor or a faculty member who is familiar with their work and one from a professional reference. In addition, applicants are required to submit an academic study plan from their advisor and speak with admissions for an interview. Applicants can apply for the October or January term of their senior year. Applications must be submitted by Priority October Deadline or Priority January Deadline after the completion of the junior year or after a student has completed 96 credits.

Students who are interested in the accelerated degree program must have a minimum GPA of 3.2. While there is no minimum work experience requirement, any professional work experience will be considered as part of a student's application.

Once accepted into the program, students register for two MBA@Simmons courses to be taken during the senior year of the undergraduate program. MBA@Simmons courses are 11 weeks in length and are offered in the Fall (October start) and Spring (January start).

Graduate Courses taken as part of undergraduate studies:

- MBAO 455 Leading Individuals and Groups
- MBAO 420 Financial Reporting and Analysis (**Accounting majors** take MBAO 411 Economic Analysis for Managers instead)

Students must achieve the minimum graduate grade of B in each of these courses and complete their Simmons undergraduate degree in order to continue with the combined degree program.

Course waivers in the program depend on a student's undergraduate major. For students with a BSBA degree, two additional courses are waived in the program:

**Business and Management Majors:**

- MBAO 430 Technology and Operations
- MBAO 470 Negotiations and Problem Solving

**Marketing and Retail Management Majors:**

- MBAO 430 Technology and Operations
- MBAO 425 Marketing

**Finance Majors:**

- MBAO 430 Technology and Operations
- MBAO 411 Economics

**Accounting Majors:**

- MBAO 420 Financial Reporting and Analysis
- MBAO 421 Managerial Accounting

For students with a Minor and/or a joint major in the management program (Arts Administration, Data Analytics, Chemistry Management, Financial Mathematics or PR/Marketing Communications), one additional course in the MBA program will be waived. Based on courses taken as part of their Bachelors of Art or Bachelors of Science degree, students will consult with the School of Business Director and/or Program Director to determine the specific course to be waived.

Students with a Simmons BA or BS degree and a major outside the management program also are eligible to apply for the accelerated degree program without additional course waivers.

Students interested in the program should make their intentions known to their advisor early in their Simmons undergraduate career so they can plan their academic schedule to take maximum advantage of the program.