SLIS STUDENT HANDBOOK

2024-2025

Simmons University
School of Library and Information Science

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Introduction

The following sections (A, B, C, D) include important information found in the **University Graduate Course Catalog** (hereafter referred to as "UGC") as is relevant to SLIS students.

Section E provides specific guidelines and information for SLIS students that is not covered explicitly in the UGC. These guidelines do not conflict with the UGC in any way; this handbook is intended to complement the UGC for SLIS students.

About SLIS

The School of Library and Information Science was established in 1902, offering a Bachelor of Science degree in library science. Currently, SLIS offers Master's, Post Master's and Doctoral degrees in Library and Information Science. The school consists of approximately 800 students in various programs offered.

SLIS offers courses on the main campus in Boston and at the SLIS West campus in Greenfield, Massachusetts. SLIS also offers courses in blended formats and fully online. All modality offerings are available to any student in the program.

SLIS offers degree programs in Library and Information Science: a Master of Science degree, Post-Master's Certificate and SLT Licensure programs, and a Doctoral program. Within the Master's degree program there are concentrations, including Archives Management, Cultural Heritage Informatics, DYO ("Design Your Own"), Information Science & Technology, Libraries & Librarianship, and School Library Teacher. SLIS also partners with other departments on campus to offer two dual degree programs: Archives Management or Cultural Heritage Informatics and History; and Library Science and Children's Literature.

SLIS Administration

SLIS is a part of the College of Organizational, Computational and Information Sciences (COCIS). The College has a Dean who oversees three divisions. The other two divisions are the School of Business and the Division of Mathematics, Computing and Statistics. SLIS is led by a Director.

Degree concentrations have a faculty director. Contact information for these faculty members can be found in Appendix A: Key Contacts.

Academic Calendar

SLIS follows the academic calendar established by the University. That calendar can be found at: https://www.simmons.edu/academics/academic-calendar.

Student Handbook

A.   Principles and General Policies

A.0.   Student Principles
As a student at Simmons University, all SLIS students are committed to following the student principles and policies outlined in the UGC. Further information regarding the SLIS implementation of the Honor Code Policy can be found in Section E.12.

A.1.   Educational Record Privacy Policy

Simmons University record-keeping practices are in concordance with the Family Educational Rights and Privacy Act (FERPA, 1974) which applies to all enrolled students, former students and alumni. Detailed information can be found in the UGC.

A.2.   Equal Access Policy

All Simmons University students are given equal access to University programs and resources (see UGC). Simmons University is committed to diversity, equity, and inclusion across our community. The Simmons Commitment to Diversity, Equity and Inclusion was developed with input from the Diversity, Equity and Inclusion Action Council, supported by the University leadership, and unanimously affirmed by the Board of Trustees.

In accordance with the University's commitment, SLIS is committed to inclusive excellence in all aspects of an individual's community experience. Our values, vision and mission mandate that we strive to create an environment that is free from bias, prejudice, discrimination and hurtful/hateful acts that can prevent each member from thriving in the Simmons community.

A.3.   Notice of Non-Discrimination

Simmons University supports the equal educational and employment opportunities for all persons, based on each individual's qualifications and fitness, and we seek to administer our University policies without regard to race, color, sex, sexual orientation, gender identity, marital or parental status, religion, age, national or ethnic origin, socioeconomic status, ancestry, disability, veterans' status or genetic predisposition. The full policy can be found in the UGC.

A.4.   Grievance Procedure

Any student, employee, or aggreived individual may file a written complaint alleging violation of the federal sex and disability discrimination laws and/or regulations, as outlined in the UGC.

A.5.   Office of Accessibility Services

As stated in the UGC, Simmons University is committed to the full participation of all students in its programs and activities. Simmons is committed to providing support services and reasonable accommodations when requested by students who qualify for them. Contact the Office of Accessibility Services (https://www.simmons.edu/your-simmons/commitment-inclusivity/accessibility-services) for more information.

A.6.   Human Subjects

Information and established policies regarding Simmons-initiated research and training projects with human subjects can be found in the UGC. The Office of Sponsored Programs (OSP) manages the work of the Institutional Review Board (IRB): https://www.simmons.edu/academics/research/sponsored-programs/institutional-review-board.

B.   Academic Policies

B.1   Academic Standing

Graduate students are required to maintain a minimum semester GPA of 3.00 each semester in order to remain in good academic standing. Graduate students must achieve a minimum cumulative final GPA of 3.0 in order to graduate (see UGC).

Academic warning

When a student completes a semester and earns a semester GPA of less than 3.00, the student will be issued an academic warning. Warnings are removed upon completion of a full semester's coursework at 3.00 GPA or better, or upon completion of the degree program with a minimum 3.00 cumulative GPA.

Academic Exclusion

A student may be excluded from the program and University under two conditions: two consecutive semesters with a cumulative GPA below 3.00 or the receipt of more than 3 credits at a Failing grade. Students will be informed of their exclusion prior to the start of the following semester to ensure that tuition reimbursement is available.

Repeating a Course

Courses may not be repeated more than once (i.e., courses may be taken twice and no more). The grades of both courses are included in the student GPA.

Maximum Time to Complete Graduate Degrees

Students must complete the program requirements within six calendar years of matriculation.

B.2.   Transfer and Waiver of Credit

Transfer of Credit (SLIS):

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. Students must provide required documents (official transcript and course syllabus) along with the petition form, and requests for transfer of credits must be made prior to the end of the first semester in the program.

All requests for transfer of credit must meet the following criteria:
- Courses must be at the graduate level
- Course grade must be a B (3.0) or higher
- Courses must have been completed within 5 years of matriculation

A student may petition to transfer up to a total of six credits. Graduate level courses taken toward an earned degree may not be considered for transfer of credit. Only credits will transfer; grades do not. Audited courses do not transfer into any degree program, as no grade or credit is earned (see UGC).

Students interested in taking an elective course at another institution must petition in advance to get permission for those credits to transfer. Email the SLIS MS Program Director (slis.msDirector@simmons.edu) to request the full petition procedure and petition form.

Students interested in taking an elective course from another department or school at Simmons University must petition in advance to get permission for those credits to count toward their degree program. Students must also seek permission from the department offering the course.

A student can transfer a *total* of six credits no matter their source (internal or external).[1]

Waiver of Course Requirements (SLIS):
Students who enter the School with an acceptable background of graduate study in library and information science from an ALA-accredited program may petition the faculty for a required course waiver in addition to a transfer of credit. 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.

Additional information regarding the transfer and waiver of credits is covered in detail in the UGC.

B.3.   Class Attendance
Students are responsible for the entirety of the work in each of their registered courses. Instructors may consider individual class attendance when determining a student's final grade for a course.

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 all courses, regardless of modality, as well as a general indication of the extent to which attendance and participation may influence the overall evaluation of student performance.

Students who are registered with the Office of Accessibility Services, and who will need accommodations around attendance are encouraged to meet with the OAS and their instructor(s) during the first two weeks of a given semester.

Field placement and practica
Students completing curricular fieldwork (e.g., for LIS 438 or LIS 512) must complete the minimum hours required as stipulated in the respective course syllabus in order to receive credit. Students are required to maintain communication with the Manager of Curricular Field Experiences at SLIS and their fieldwork supervisor should issues arise that may inhibit the

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[1] Passed on November 6, 2024.

student's completion of hours before the end of a given semester. The student should communicate any absences or missed hours with their field experience supervisor with as much notice as possible. Absences and missed hours from fieldwork should be made up as soon as possible and the student should reschedule this time with their fieldwork supervisor directly.

Absence due to Military obligations
Students who are required to participate in military schooling or any other training or military events are excused from class. Students are required to contact their faculty regarding missed work prior to missing class.

Students should consult the Leave of Absence Policy for a call to active duty.

Absence due to Religious Observance
Students who are unable to attend classes or to participate in any course requirements on a particular day due to religious observances shall be excused from the class and shall be provided an opportunity to make up any work they may have missed consistent with Massachusetts General Law Chapter 151C, Section 2.B.

Absence due to Jury Duty
Students who are required to miss classes because of jury duty may notify the Office of Student Life by calling 617-521-2124. Staff members in the Office of Student Life will notify the appropriate faculty members, who will work with the students to make up any missed assignments or exams. Upon completion of jury duty, students are expected to bring a copy of the documentation of their service to the Office of Student Life.

Additional information regarding class attendance is covered in the [UGC](UGC).

B.4.   Adding a Course
Students are permitted to add courses prior to the **third** class meeting. A student may be enrolled in up to four courses in a fall or spring term and up to two courses in a summer term.

Additional information regarding adding a course can be found in the [UGC](UGC).

B.5.   Dropping a Course
Students are permitted to drop courses without financial penalty within fourteen days of the start of the term. Students receiving financial assistance from the University are permitted to add and drop courses prior to the second class meeting, provided that the change does not result in an insufficient course load. Additional reimbursement dates can be found at the Tuition and Housing Refunds Schedule & Appeal Information website (https://www.simmons.edu/admission-financial-aid/financial-aid-and-affordability/billing-and-payment/tuition-housing-refund-schedules-and-appeal).

Each semester, the Registrar establishes a calendar for dropping courses. This includes a deadline to withdraw from a course with no notation on the student transcript, the deadline for student-initiated withdrawals in the system, and required forms and signatures. For current information, please see the Registrar's Registration website (https://www.simmons.edu/academics/registrar/registration).

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

Information regarding dropping a course can be found in the UGC. Students should also refer to the Section on "Financial Information" in the UGC for additional information regarding registration, enrollment, and financial implications for aid, scholarships, and tuition refunds.[2]

B.6.   Auditing a Course
Degree-Seeking Students
Degree-seeking students are allowed to audit only one course, and this option is available to them only in their final semester as a thirteenth course before they graduate. Permission of the instructor is required to audit the class and students cannot register for an audit until the first day of the course (UGC).

When planning on auditing a course in their last semester, students must contact the Student Services Center.[3] The auditing student's level of participation in a course will be determined by the course instructor. Students will receive no grade and no credit for the audit.

As per University policy, informal audits are not permitted (UGC).

Non-Degree Students
Persons interested in auditing a course may apply to the School as a non-degree student. Normally, face to face 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 level of participation of non-degree students auditing a course will be determined by the course instructor.

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-SLIS alumni 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. Information regarding auditing a course can be found in the UGC.

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[2] Tuition refund schedule for graduate students can be found in the UGC "Financial Information" section. This applies to both online and on-campus SLIS students.

[3] An email to consent@simmons.edu by either the faculty member or the SLIS MS Program Director will generate the appropriate billing.

B.7.   Marks and Evaluations

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

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

AU – Audit.
F – Fail.
W – Withdrawal.

Grades will be posted to the student's Workday 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 their instructor.

Grading Assessment Scale

Scale	Grade	Meaning	Grade points
94-100	A	Excellent performance	4.00
90-93	A-	Very good performance	3.67
87-89	B+	Good performance	3.33
84-86	B	Satisfactory performance	3.00
80-83	B-	Marginal performance	2.67
77-79	C+		2.33
74-76	C	Unsatisfactory performance	2.00
70-73	C-		1.67
67-69	D+		1.33

64-66	D		1.00
60-63	D-		0.67
Below 60	F	Failing performance	0.0

Additional information regarding marks and evaluations can be found in the UGC.

B.8. 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 an instructor. To be eligible for an incomplete:

- Students must not have any existing incompletes from previous semesters
- Students cannot request an incomplete until after 8 weeks in a 14 week course or 4 weeks in a 7 week course
- Students must be performing at a passing level

Students must complete the petition form in consultation with their instructor, and submit it to the SLIS MS Program Director before the end of the semester. An incomplete cannot be given until it is reviewed by the MS Program Director for eligibility issues. If approval is granted, the incomplete must be finished by the agreed upon date identified in the petition. Failure to submit work by the approved incomplete deadline may result in the grade thus earned. All incompletes must be completed within six months of the end of the semester for which the course was offered.

Until all pending course deliverables are submitted, the student's transcript will contain an "I" for the course. Once the course work is completed or the agreed upon date is reached, a course grade is then reported by the instructor to the Registrar and the "I" is replaced with the earned grade.[4] (UGC)

B.9.   Grade Appeal

Grade appeals can occur for the following three reasons: computational error, arbitrariness or capriciousness, or unlawful discrimination. These reasons are defined in the UGC.

A student with a grievance regarding their final grade for a course must first discuss the grievance with the instructor. This must be made within ten days of the assignment of the grade.

If the issue is not resolved and the student continues to believe that the grade is unfairly assigned, the grade appeal petition is submitted to the SLIS Director with an explanation of the

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[4] Incompletes: passed April 12, 1995, revised May 19, 1995; incomplete grading policy amended on April 15, 2020; incomplete policy amended on May 9, 2023.

grounds for appeal and all supporting course materials. The Director shall meet separately with the student and with the instructor. This concludes the informal process for grade appeals.

If the issue is not resolved to the satisfaction of the student at that point, there is a formal appeal process. The steps for a formal appeal are outlined in the UGC.

C.   Leaves of Absence, Withdrawal from the University

C.1.   Withdrawal from Simmons University

Information regarding withdrawal from Simmons University can be found in the UGC.

Withdrawal from School

Students who decide to withdraw from the School must:

- Contact the SLIS MS Program Director (slis.msDirector@simmons.edu) to notify them of the intent to withdraw.
- The SLIS MS Program Director will email a link to an electronic form for the student to complete to request to be withdrawn from the University.
- Once the student completes the form, an automatic email is sent to the SLIS MS Program Director, the SLIS Wufoo Administrator, the Registrar, the SLIS Student Services Center, and Student Financial Services.
- No withdrawal becomes official until the electronic form has been submitted.
- Electronic confirmation will be sent to the student once it is official.
- Recipients of financial aid must also consult a financial aid officer before withdrawal from the program.

Students who are pursuing a dual degree and decide to withdraw from one of the degree programs must complete a "Withdrawal from One Program in a Dual Degree Program" form. This form requires signatures from both co-directors of the dual degree program, the student, and the student's Financial Services Counselor and should be turned into the Office of the Registrar. For information regarding de-coupling dual degree programs, see Section E.11.

Students who withdraw from a program are required to reapply to that program if they would like to complete it.

For information regarding withdrawal from a course, see Section B.5.

Administrative Withdrawal

If a student withdraws from all courses in a semester and fails to submit a leave of absence request, fails to return from a leave of absence by the date approved by the Registrar, or fails to register for any courses prior to the end of the add/drop period, they are considered to be withdrawn from the University. No student will be permitted to register after the add/drop period has ended (UGC).

C.2.   Voluntary Leave of Absence

A student who finds it necessary to take a leave of absence from the School during the regular academic year must:

- Contact the SLIS MS Program Director (slis.msDirector@simmons.edu) to notify them of the need for the leave and the semester they intend to return.
- The SLIS MS Program Director will email a link to an electronic form for the student to complete to request to take a leave of absence from the University.
- Once the student completes the form, an automatic email is sent to the SLIS MS Program Director, the SLIS Wufoo Administrator, the Registrar, the SLIS Student Services Center, and Student Financial Services.
- No Leave becomes official until the electronic form has been submitted.
- Electronic confirmation will be sent to the student once it is official.
- Recipients of financial aid must also consult a financial aid officer before being withdrawn from a course(s).

Students on a voluntary leave of absence are considered active students and are able to register for classes in an upcoming semester while on leave. Students are expected to register for classes upon returning from a leave of absence.

Students who take a leave of absence during the semester must officially withdraw from courses according to the Course Withdrawal policy (UGC).

Leaves of absence will not ordinarily be granted for a period longer than one academic year. The request for an extension of a leave of absence (for a maximum of one year) is approved only in unusual circumstances. Extension requests must be made prior to the expiration of the original leave of absence and should be submitted to the SLIS MS Program Director (slis.msDirector@simmons.edu). Leaves of absence for graduate students may not exceed a cumulative total of two years.

Students who do not return at the end of an authorized Leave of Absence will be administratively withdrawn from their academic program and must submit a subsequent readmission to the program.

Additional information about voluntary leaves of absence from Simmons University can be found in the UGC.

C.3.   Involuntary Leave of Absence

Information about involuntary leaves of absence at Simmons University can be found in the UGC.

C.4.   Returning from an Involuntary Leave of Absence

Information about the process of returning from an involuntary leave of absence at Simmons University can be found in the UGC.

D.   Registration and Financial Information

The UGC specifically outlines financial information regarding tuition and fees, student loans, and satisfactory academic progress (SAP) in detail in the "Financial Information" section. SLIS does not have separate financial policies.

For registration and enrollment information, see Section B: Academic Policies of the Student Handbook.

D.1.   Payment Policies
Information regarding payment policies can be found in the UGC.

D.2.   Enrollment Requirements Related to Loans, Financial Aid, and Scholarships/Fellowships
Information regarding enrollment requirements can be found in the UGC. For federal loans, all students need to be enrolled at half-time status or more to receive financial aid. For graduate students, 5 credits or more constitutes half-time status. For scholarships awarded at the time of acceptance, the credit requirements will be specified in a student's scholarship offer letter.

This information refers to loans, fellowships, and scholarship enrollment requirements, not academic registration. See Section E of this Handbook for more SLIS-specific information.

D.3.   Satisfactory Academic Progress (SAP)
A student must maintain SAP in order to be eligible and continue to receive Federal Student Aid (FSA). For students enrolled in any SLIS program, the quantitative standard is a GPA of 3.0 or higher. The qualitative standard is completion of at least 50% of all credits attempted in a semester.

SAP is reviewed at the end of each term for graduate students.

Students who are on financial aid suspension and have extenuating circumstances that may warrant an exception can either enroll without financial assistance to have their eligibility resistance upon successful completion of SAP standards or complete an SAP Appeal Form. Approval of an SAP appeal will have their status updated to financial aid probation.

Information regarding SAP and the conditions of financial aid probation can be found in the UGC.

D.4.   Graduate Tuition and Fees
Information regarding current graduate tuition and fees for SLIS can be found in the UGC.

D.5.   Tuition Refund Policies
The tuition refund policies apply to all Simmons University students. The percentage of tuition to be refunded is calculated using the official drop date of the course as determined by the Registrar. Non-attendance does not constitute a drop or withdrawal from a course.

Information regarding tuition refund policies and schedules can be found in the UGC.

Guidelines on the process to Appeal for Exception to the Tuition Refund Policy can be found in the UGC.

D.6.   Student Health Insurance
In accordance with Massachusetts State Law, all on-campus students taking 9 or more credits are required to enroll in the Student Health Insurance Plan or demonstrate evidence of coverage by a health insurance plan with comparable coverage. To ensure compliance, eligible Simmons students are automatically billed for the Student Health Plan. Failure to submit a waiver form by the deadline will result in automatic enrollment with no possibility of reversal or refund of the insurance costs (UGC). The Student Health Insurance Plan is not available to online students regardless of physical residence.

For more information about the Student Health Insurance Plan, see:
https://www.simmons.edu/admission-financial-aid/financial-aid-and-affordability/billing-and-payment/student-health-insurance

Additional information about Tuition and financial aid can be found through the Graduate Student Financial Services (https://www.simmons.edu/graduate/tuition-and-financial-aid).

E.   SLIS Program Specific Policies (not reflected in UGC)

E.1   Correspondence[5]
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 University related correspondence will take place only through Simmons email, which can be accessed at http://gmail.simmons.edu.

SLIS follows the University-wide policy regarding correspondence. All students must activate and maintain a Simmons University email account. All school related correspondence will take place only through Simmons email.

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[5] This is not explicitly covered by the UGC but is the official University policy.

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.

E.2   Legal Name and Name Changes
Information regarding student name of record, legal name, and name changes can be found through the Registrar's Office (https://www.simmons.edu/academics/registrar/name-and-address-changes).

E.3. Advising
New students are assigned a faculty advisor and are required to meet with their assigned advisor during their first semester to outline a program of study. Periodic consultations with advisors are recommended. Advising meetings can take place in person or remotely.

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 SLIS Forms and Policies site; the form must be signed by the student and the new faculty advisor, and returned to the Student Services Center (sscslis@simmons.edu).

LIS Program Planning Statement
Students are required to meet with their faculty advisor 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 Program Planning Statement, which is then submitted to the Student Services Center. The Program Planning Statement is signed by the student and faculty advisor.

E.4. Welcome Week and Orientation
A series of Welcome Week events are held each Fall and Spring semester for new students. Welcome Week involves an introduction to the School and individual programs, such as programs on eLearning and the Simmons Library, panels of current students, and student organizations. Details are posted on the Welcome Week website (Boston: https://internal.simmons.edu/students/academics/slis/incoming/orientation/boston; SLIS West: https://internal.simmons.edu/students/academics/slis/incoming/orientation/west).

All students are encouraged to enroll in the SLIS Virtual Orientation through Moodle (LIS 400, non-graded and 0 credits). Students are encouraged to review the virtual orientation at the start of their program. It contains general information about SLIS and Simmons University, including details about specific programs, concentrations and dual-degree offerings; the Student Services Center; University-wide services and resources; and navigating and using learning tools, among other topics. Students will remain enrolled in LIS 400 throughout their time at SLIS.

E.5. 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 or higher cumulative grade point average at the School. Among those students who qualify for election, candidates are invited by the faculty to join the Beta Beta Chapter of Beta Phi Mu each spring.[6] 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 acceptance of an invitation into the society.

E.6. Credits Allowed per Semester

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 (covered in more detail in Section E.17), such as those offered during the January intersession and March spring break; students may register for no more than 6 credits during a summer session. Students may register for no more than 3 credits during a short course week in any term.

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

E.7. Degree Requirements

Students 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[7], including the following core courses:

- LIS 407: Information Sources & Services
- LIS 415: Information Organization
- LIS 488: Technology for Information Professionals (students in the School Library Teacher concentration take LIS 460: Technology and the School Library Teacher instead of LIS 488)

Students are encouraged to complete these three core courses in the first year of their program. They are required to have them completed by the time they reach 18 credits.[8]

Descriptions for all 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.

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[6] Beta Phi Mu: passed November 8, 1972.
[7] Note that dual degree programs require a different number of LIS credits. Please check those requirements below.
[8] Passed April 20, 2016; amended and passed November 6, 2024

The program requirements for the SLIS Masters of Science in Library and Information Science can be found in the UGC. This section of the UGC includes information about the degree requirements for the six concentrations (Archives Management, Cultural Heritage Informatics, Design Your Own, Information Science & Technology, Libraries & Librarianship, and School Library Teacher) offered by SLIS.

The program requirements for the Archives Management/History dual degree can be found in the UGC.

The program requirements for the Library Science/Children's Literature dual degree can be found in the UGC.

E.8. Time Limit to Degree
Students must complete requirements for the Master of Science degree within six calendar years of their initial matriculation. The SLIS MS Program Director, in consultation with the Director, has the authority to make exceptions to the six-year time limit up to one academic year.[9]

E.9. Enrollment Status
To be eligible for federal loans, a student must maintain at least half-time status. Half-time status is defined as registered in at least 5 credits in a given semester. Simmons University defines full-time status as at least 9 credits. See Registration and "Financial Information" in the UGC for how enrollment status may impact financial obligations.

E.10. Graduation Participation Policy

Simmons University holds a Commencement Ceremony each May. Students who have completed all degree requirements in the August or January prior are invited to participate in the next May Commencement Ceremony.

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

Students must file a Petition to Graduate with the Student Services Center in the semester prior to their graduation.

| For May graduation | Submit your petition to graduate by October 1st of the previous year |

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[9] Degree Requirements and Time Limits: Degree Requirements passed December 13, 1967, November 13, 1974; Time Limits passed January 11, 1967, December 17, 1968.

For August graduation   Submit your petition to graduate by February 1st

For January graduation   Submit your petition to graduate by July 1st

E.11. Dual Degree De-coupling

Dual degree students in the Archives Management/History program, who have completed all degree requirements for one program and made significant progress in the second program, are able to be awarded one Master's degree while retaining their status as graduate students in the remaining degree program.

De-coupling is not available to students in the Library Science/Children's Literature dual degree program.

De-coupling is considered to be a separate process from withdrawing from a program (see Section C.1 for information on withdrawal from SLIS or SLIS programs). De-coupling allows the student to receive the degrees at separate times if they complete the degree requirements.

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 24 credits, including the program requirements outlined by the History Department for the degree.

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

There is no financial implication for the de-coupling of the two degrees but it is the student's responsibility to discuss financial obligations with their Financial Services Counselor.

E.12. Honor Code Policy
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 ensures that a high level of integrity and honesty will be maintained within the academic programs.

The following are major violations of the Honor Code Policy:
- *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 Code Policy 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 https://internal.simmons.edu/wp-content/uploads/2019/07/Simmons-Copyright-Policy.pdf 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.)

Responsibilities

By enrolling in Simmons University, each student pledges to uphold the Honor Code Policy. 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 Code Policy 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 Code Policy 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 Code Policy applies.

Students are expected to adhere to the spirit of the Honor Code Policy, even when not presented with a direct rule. If there is a question as to whether an action or behavior will meet

the Honor Code Policy's standards, students should consult with their advisor, the faculty member, or the SLIS MS Program Director.

Procedures
Any student violating the Honor Code Policy is responsible for reporting the violation immediately to the course instructor. In addition, a student who observes another student violating the Honor Code Policy 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 who suspects a student of violating the Honor Code Policy 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 faculty member and the student.

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 Code Policy, 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 Code 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 notifications will be sent to the student and the faculty member.[10]

E.13. Independent Study
Independent study offers a valuable opportunity for an advanced student who has demonstrated research interest(s) in topics related to personal experience or objectives in the LIS field.

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[10] Honor Code Policy, passed May 19, 1988, amended June 25, 2001.

Projects can be adapted to individual students' interests or the common goals of a small group of students working together.

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

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 SLIS faculty member. Generally, a faculty member should be approached prior to the registration period. Based on that conversation, the student will then fill out an Independent Study form (https://internal.simmons.edu/wp-content/uploads/2020/08/SLIS-Independent-Studies-Form.pdf) which includes a statement regarding the research or project. This statement must include 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 for final processing.

E.14. Student Organizations
SLIS supports a number of student organizations. For a complete list of those organizations, see: https://internal.simmons.edu/students/academics/slis/current/associations.

Library and Information Science Student Association (LISSA)
The 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. Up to three LISSA student representatives are invited to attend each meeting of the faculty.[11]

When available, SLIS provides its student organizations with support each academic year for hosting various types of student engagement activities. Requests must be submitted at least two weeks before the expenditure to allow for the review and approval process. All funding requests need to be pre-approved in order to guarantee reimbursement. Funding is available on a first-come, first-served basis until the budgeted funds are exhausted.

E.15. Low Grades
The SLIS MS Program Director meets with the Concentration director and/or Director and advisor to discuss those students who have a grade point average below B (3.0). In addition, any individual member of the faculty may add the name of any individual student to the list for discussion.[12]

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[11] Library Student Association: passed June 5, 1968, January 15, 1970, March 19, 1975, February 13, 1992.
[12] Low grades: passed April 8, 1970.

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.[13]

Please see Satisfactory Academic Progress (SAP) in the "Financial Information" section of the UGC for information related to tuition and financial impact of obligations related to satisfactory academic progress.

Appeals Process
The exclusion of a student from the program due to unsatisfactory academic progress 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. The student will receive a decision in writing from the Director within two weeks after the appeal is received.

E.16. Non-Degree Students
Audit a LIS Course
See Section B.6 of this document for information regarding auditing a SLIS course as a non-degree student.

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. Pre-matriculating students will be considered for courses after all current students have registered.

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

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 SLIS MS Program Director if they require completion of more than 6 credits.

Post-Master's Certificates
SLIS has two post-masters' certificate programs: School Library Teacher Licensure and Archives Management. There is no application fee for these post-master's certificate programs.

The SLT Licensure is available to applicants with a master's in Education or a master's in LIS. There is a minimum of 4 courses (12 credits) but programs are individually designed based on what the applicant has taken in their previous graduate program. For more information see

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[13] Academic standing: passed April 9, 1969.

https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/school-library-teacher-licensure.

The Archives Management post-master's is available to applicants with a master's in LIS. The program is 5 courses (15 credits) and while there are requirements, the program is individually designed based on what the applicant has taken in their previous graduate program. For more information see
https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/archives-management-certificate.

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.

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. Typically, audited courses do not transfer into any degree program, as no grade or credit is earned.[14]

See also Section B.6. above.

E.17. Short Courses
A student is limited to taking 3 credits at a time in one abbreviated format, known as a short course.

E.18. International Travel Courses
Students interested in taking an international travel course offered by a school other than Simmons should consult with the SLIS MS Program Director for program appropriateness. If the course is approved , the student must complete the "Transfer of Credit" form and submit it to the SLIS MS Program Director for approval. See Section B.2. of this document.

E.19. Program Assessment and Student Work
SLIS is committed to timely and comprehensive program assessment. SLIS faculty collect samples of student work from across the curriculum on a yearly basis as part of our ongoing program-level assessment. Whenever possible, such work will be anonymized prior to review. This review is for internal use only, for the sole purpose of assessing the SLIS program's achievement of our identified Program Learning Outcomes and for continuous improvement of course curriculum. No individual student will be identified or impacted by these reviews.[15]

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[14] Non-student students, formerly Unclassified students: passed November 29, 1967, November 4, 1970, December 18, 1981.
[15] Approved by the faculty on June 9, 2021.

E.20. Student Professional Development Funds

When possible, SLIS provides support for individual student professional development. Based on available funds, a certain amount is allocated for all students per academic year. These funds are typically used for membership dues in professional organizations (student rates only), for conference registrations, and career fairs/workshop registrations. Requests must be submitted at least two weeks before the expenditure to allow for the review and approval process. All funding requests need to be pre-approved in order to guarantee reimbursement. Funding is available on a first-come, first-served basis until the budgeted funds are exhausted. These funds are available only to students who are currently enrolled in course(s) at SLIS.

There is also an allocation per academic year for SLIS student groups for hosting various types of student engagement activities. These requests must be made separately from individual student requests (see E.14 Student Organizations).

Appendix A: Key Contacts

(alphabetical by Department/Office name)

Accessibility Services, Office of (OAS)	**Email**: access@simmons.edu **Phone**: (617) 521-2658 **Campus**: Center for Student Success, Ground Floor, Lefavour Hall
Admissions, SLIS	**Email**: slisadm@simmons.edu **Phone**: (617) 521-2868 **Campus**: Palace Road Building, SLIS **Mailing Address**: SLIS Office of Admission Simmons University 300 The Fenway Boston, MA 02115 USA
Campus Security	**Phone:** Emergencies, (617) 521-1111 or 911 Non-emergencies, (617) 521-1112 **Campus**: 1 Palace Road
SLIS Technology	**Email**: **Phone**: (617) 521-2802 **Campus**: Tech Lab, Palace Road Building, Room P-213
Community Engagement	**Email**: communityengagement@simmons.edu

	Phone: (617) 521-2700 **Campus**: Main College Building, Room E-304
[Diversity, Equity, and Inclusion](#)	SLIS Diversity Fellow: slisdiv@simmons.edu **Email**: ocie@simmons.edu **Phone**: (617) 521-2755 **Campus**: C-208 Multicultural Center (MCB-2##): noha.elmohands@simmons.edu
[Library](#)	**Email**: library@simmons.edu **Phone**:(617) 521-2780 **Campus**: Lefavour Hall, Beatley Library SLIS Liaison Librarian: [Linda Schuller](#), L-113, (617) 521-2767
[Public Safety](#)	**Phone**: Emergencies: 617-521-1111 or 911; Non-emergencies: 617-521-1112 **Campus**: Palace Road, Suite P-106
[Registrar](#)	**Email**: registrar@simmons.edu **Phone**: (617) 521-2111 **Campus**: Main College Building, Room C-115
[Sponsored Programs, Office of (OSP)](#)	**Email**: apply.osp@simmons.edu **Phone**: (617) 521-2824 **Campus**: Main College Building, Room E-206
[Student Financial Services, Graduate](#)	**Email**: sfs@simmons.edu **Phone**: (617) 521-2001 **Campus**: Main College Building, Room W-105
[Student Services, SLIS](#)	**Email**: SSCslis@simmons.edu **Phone**: (617) 521-2814 **Campus**: Palace Road Building, Suite B-210 [SLIS Resources](#) [Student Associations](#) (SLIS) **SLIS MS Program Director**, Email: slis.msDirector@simmons.edu
[Student Support & Resources](#) (Simmons-wide)	[Bookstore](#) [Career Development](#) [Commuter Services](#) [Counseling Center](#) [Health Center](#)

	International Student Services Technology Support Website: servicedesk.simmons.edu Writing Support

SLIS Faculty Contacts:

Director: Dr. Sanda Erdelez
Associate Director: Dr. Laura Saunders
MS Program Director: Dr. Katherine M. Wisser
Doctoral Program Director: Dr. Kyong Eun Oh
Manager of Student Services Center: Kendra Gianinni
Archives Management Concentration: Dr. Katherine M. Wisser
Archives Management/History Dual Degree: Dr. Adam Kriesberg and Dr. Sarah Leonard
Cultural Heritage Informatics Concentration: Dr. Peter Botticelli
Design Your Own Concentration: Dr. Danielle Maurici-Pollock
Information Science & Technology Concentration: Dr. Naresh Agarwal
Libraries & Librarianship Concentration: Dr. Daniel Joudrey
Library Science/Children's Literature Dual Degree: Dr. Amy Pattee and Dr. Cathryn Mercier
School Library Teacher Concentration: Dr. Melanie Kimball
SLIS West Campus: Professor Eric Poulin

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