

SLIS STUDENT HANDBOOK

2020-2021



Simmons University
School of Library and Information Science

Table of Contents

| | |
|---|----|
| Introduction | 2 |
| About SLIS | 2 |
| SLIS Administration | 3 |
| Academic Calendar | 3 |
| Student Handbook | 3 |
| A. Principles and General Policies | 3 |
| A.0. Student Principles | 3 |
| A.1. Educational Record Privacy Policy | 3 |
| A.2. Legal Name and Name Changes | 4 |
| A.3. Equal Access Policy | 4 |
| A.4. DEI Statement | 4 |
| A.5. Notice of Non-Discrimination | 4 |
| A.6. Grievance Procedure | 4 |
| A.7. Accessibility Information for Students | 4 |
| A.8. Campus Security | 5 |
| A.9. Human Subjects | 5 |
| A.10. Correspondence | 5 |
| B. Academic Policies | 5 |
| B.1. Transfer and Waiver of Credit | 5 |
| B.2. Class Attendance | 6 |
| B.3. Adding a Course | 6 |
| B.4. Dropping a Course | 6 |
| B.5. Auditing a Course | 7 |
| B.6. Marks and Evaluations | 7 |
| B.7. Grade Appeal | 8 |
| C. Leaves of Absence, Withdrawal from the University | 9 |
| C.1. Withdrawal from Simmons University | 9 |
| C.2. Voluntary Leave of Absence | 9 |
| C.3. Involuntary Leave of Absence | 10 |
| C.4. Returning from an Involuntary Leave of Absence | 10 |
| D. Registration and Financial Information | 10 |
| D.1. Payment Policies | 10 |
| D.2. Enrollment Requirements | 10 |
| D.3. Satisfactory Academic Progress (SAP) | 10 |
| D.4. Graduate Tuition and Fees | 10 |
| D.5. Refund Policies | 11 |
| D.6. Student Health Insurance | 11 |
| D.7. Student Lending Options | 11 |

| | |
|---|----|
| E. SLIS Program Specific Policies (not reflected in UGC) | 11 |
| E.1. Advising | 12 |
| E.2. Welcome Day and Orientation | 12 |
| E.3. Beta Phi Mu | 12 |
| E.4. Correspondence from School | 12 |
| E.5. Credits Allowed per Semester | 12 |
| E.6. Degree Requirements | 12 |
| E.7. Time Limit to Degree | 17 |
| E.8. Enrollment Status | 17 |
| E.9. Graduation Participation Policy | 17 |
| E.10. Dual Degree De-coupling | 17 |
| E.11. Honor Code Policy | 17 |
| E.12. Incompletes | 17 |
| E.13. Independent Study | 18 |
| E.14. Student Organizations | 18 |
| E.16. Non-Degree Students | 19 |
| E.17. Short Courses | 20 |
| E.18. International Travel Courses | 20 |
| Appendix A: Key Contacts | 20 |
| SLIS Programs: Faculty contacts | 22 |

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 face to face on the main campus in Boston and at the SLIS West campus in South Hadley, 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 and SLT Licensure programs, and a Doctoral program. Within the Master's degree program there are concentrations, including DYO ("Design Your Own"), Archives Management, Information Science and Technology, Cultural Heritage Informatics, and School Library Teacher. SLIS also partners with other departments on campus to offer two dual degree programs: Archives Management 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 (see p. 19). Further information regarding the SLIS implementation of the Honor Code Policy can be found in Section E.11.

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 (see p. 19).

A.2. Legal Name and Name Changes

Information regarding student name of record, legal name, and name changes can be found in the UGC (see p. 21). Visit the Registrar (<https://www.simmons.edu/academics/registrar>) for additional information, including updating preferred pronouns and forms.

A.3. Equal Access Policy

All Simmons University students are provided equal access to University programs and resources (see UGC, p. 21). As a graduate program, SLIS is open to students of all gender identities.

A.4. DEI Statement

Simmons University is committed to diversity, equity, and inclusion across our community, which is covered in the UGC (see p. 21). The Simmons Commitment to Diversity, Equity and Inclusion was developed with input from the Diversity, Equity and Inclusion Action Council, supported by the College leadership, and unanimously affirmed by our 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.5. 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 (see p. 22).

A.6. Grievance Procedure

Any student, employee, or aggrieved individual may file a written complaint alleging violation of the federal sex and disability discrimination laws and/or regulations, as outlined in the UGC (see p. 23).

A.7. Accessibility Information for Students

As stated in the UGC (see p. 24), 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.8. Campus Security

Information regarding the mission and mandates of Simmons University Public Safety Department (<https://www.simmons.edu/public-safety>) can be found in the UGC (see p. 24).

A.9. Human Subjects

Information and established policies regarding Simmons-initiated research and training projects with human subjects can be found in the UGC (see p. 25). The Office of Sponsored Programs (OSP) manages the work of the Institutional Review Board (IRB). Contact the OSP (<https://www.simmons.edu/academics/research/sponsored-programs>) for more information.

A.10. Correspondence¹

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>.

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>.

B. Academic Policies

B.1. 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. A student may petition to transfer up to six credits. Graduate level courses taken toward an earned degree may not be considered for transfer of credit. Audited courses do not transfer into any degree program, as no grade or credit is earned.²

¹ This is not explicitly covered by the UGC but is the official University policy.

² Non-Student Students, formerly Unclassified Students: passed November 29, 1967, November 4, 1970, December 18, 1981.

Email registrar@simmons.edu to request the full petition procedure and petition form.

Waiver of Credit (SLIS):

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

Additional information regarding the transfer and waiver of credits is covered in detail in the UGC (see p. 25).

B.2. Class Attendance

Attendance in classes is the sole responsibility of the individual student, with the understanding that each faculty member formulates an attendance policy and communicates it to students at the outset of each course. An attendance policy will include a clear statement of the instructor's expectations with respect to attendance and participation in 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.

Additional information regarding class attendance is covered in the UGC (see pp. 25-26).

B.3. Adding a Course

Students are permitted to add courses prior to the second class meeting. No student may enroll in a course after the second class meeting has occurred. 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 (see p. 27).

B.4. Dropping a Course

Students are permitted to drop courses without financial penalty prior to the second class meeting. 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.

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

Information regarding dropping or withdrawing from a course can be found in the UGC (see p. 28). Students should refer to Section D of the UGC (see pp. 36-51) for additional information regarding registration, enrollment, and financial implications for aid, scholarships, and tuition refunds³.

B.5. 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 the final semester as their thirteenth course before they graduate. Students must discuss with the course instructor in advance the appropriateness of auditing the course.

When planning on auditing a course in their last semester, students must contact the [Student Services Center](#).⁴ 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 (see UGC, p. 29).

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 (see p. 29).

B.6. Marks and Evaluations

³ Tuition refund schedule for graduate students can be found on page 40 of the UGC. This applies to both online and on-campus SLIS students.

⁴ An email to consent@simmons.edu by either the faculty member or the Assistant SLIS Director will generate the appropriate billing.

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 |

Grades will be posted to the student’s AARC account at the end of the semester. Any errors or inquiries regarding grades should be referred to the Office of the Registrar in person or by calling (617) 521-2111. Grades cannot be obtained from the School administrative office or the Student Services Center at any time. If a grade is needed for reimbursement purposes prior to receipt of your official report, the student may ask 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+ | Unsatisfactory performance | 2.33 |
| 74-76 | C | | 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 (see p. 29).

B.7. Grade Appeal

A student with a grievance regarding their final grade for a course should first discuss the grievance with the instructor. If issues are not resolved, the matter is to be brought to the Assistant SLIS Director, who takes it to the Director for resolution. The Assistant Director may consult with the instructor. See also Section A.6. for more information regarding the University Grievance Policy.

Additional information regarding grade appeals can be found in the UGC (see p. 30-32).

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 (see p. 33).

Withdrawal from School

Students who decide to withdraw from the School must:

1. Notify and meet with or contact the Assistant SLIS Director.
2. An electronic form to request to be withdrawn or take a leave of absence from the University is then emailed to the student for completion. Once the student completes the form, an automatic email is sent to the Assistant SLIS Director, the SLIS Wufoo Administrator, the Registrar, and Student Financial Services. No withdrawal becomes official until the electronic form has been returned to the Student Services Center. Electronic confirmation will be sent to the student once it is official. .
3. Recipients of financial aid must also consult a financial aid officer before withdrawal from a course(s) or 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.

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

For information regarding de-coupling dual degree programs, see Section E.10.

For information regarding withdrawal from a course, see Section B.4.

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 or the summer session must send written notification indicating the reason for the leave and the semester they intend to return to the Assistant SLIS Director. 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.

Additional information about voluntary leaves of absence from Simmons University can be found in the UGC (see p. 33).

C.3. Involuntary Leave of Absence

Information about involuntary leaves of absence at Simmons University can be found in the UGC (see p. 34).

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 (see p. 35).

D. Registration and Financial Information

The UGC specifically outlines financial information regarding tuition and fees, student loans, and satisfactory academic progress (SAP) in detail from pages 36 to 51. SLIS does not have separate financial policies. Specific page numbers for particularly relevant sections are cross-referenced below.

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 (see pp. 36-39).

D.2. Enrollment Requirements

Information regarding enrollment requirements can be found in the UGC (see p. 39). 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)

For students enrolled in any SLIS program, the qualitative standard is a GPA of 3.0 or higher.

Information regarding SAP can be found in the UGC (see p. 49).

D.4. Graduate Tuition and Fees

Information regarding current graduate tuition and fees for SLIS can be found in the UGC (see p. 43).

D.5. Refund Policies

Information regarding tuition refund policies and schedules can be found in the UGC (see pp. 39-43). See also Section B.4.

D.6. Student Health Insurance

Information regarding student health insurance can be found in the UGC (see p. 44).

D.7. Student Lending Options

Information regarding student lending options and financial aid can be found in the UGC (see pp. 44-46). Contact the Graduate [Student Financial Services](https://www.simmons.edu/graduate/tuition-and-financial-aid) (<https://www.simmons.edu/graduate/tuition-and-financial-aid>) office for more information.

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

E.1. 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 also 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 Student Services Center; the form must be signed by the student and the new faculty advisor, and returned to the Student Services Center.

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.2. Welcome Day and Orientation

A Welcome Day is held each Fall and Spring semester for new students. Welcome Day involves an introduction to the School and individual programs, lunch, a tour of the library, and technology workshops. Details are posted on the Welcome Day website (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.3. 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.⁵ 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.4. Correspondence from School

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, which can be accessed at: <http://gmail.simmons.edu>. See A.10 for more information.

E.5. 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 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.6. 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 hours⁶, including the following core courses:

- LIS 407: Information Sources & Services
- LIS 415: Information Organization

⁵ Beta Phi Mu: passed November 8, 1972.

⁶ Note that dual degree programs require a different number of LIS credits. Please check those requirements below.

- LIS 488: Technology for Information Professionals (students in the School Library Teacher Program take LIS 460: Technology and the School Library Teacher instead of LIS 488)

These three core courses must be completed within the first 12 credits of the program.⁷

Descriptions for all courses are available at:

<http://internal.simmons.edu/students/slisc/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.

The program requirements for the SLIS Masters of Science in Library and Information Science can be found in the UGC (see pp. 87-93). This section of the UGC includes information about the degree requirements for the DYO (Design your Own) and four concentrations offered by SLIS.

The program requirements for the Archives Management/History dual degree can be found in the UGC (see p. 86).

The program requirements for the Library Science/Children's Literature dual degree can be found in the UGC (see pp. 62-63).

E.7. Time Limit to Degree

Students must complete requirements for the Master of Science degree within six years of their initial matriculation. The Assistant SLIS Director, in consultation with the Director, has the authority to make exceptions to the six-year time limit up to one academic year.⁸

E.8. 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 (see pp. 36-44).

⁷ Passed April 20, 2016.

⁸ December Requirements and Time Limits: Degree Requirements passed December 13, 1967, November 13, 1974; Time Limits passed January 11, 1967, December 17, 1968.

E.9. 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.

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

Dual degree students in the Archives Management/History program or 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 |
| For August graduation | Submit your petition to graduate by February 1st |
| For January graduation | Submit your petition to graduate by July 1st |

E.10. 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.11. 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 <http://www.simmons.edu/library/about/policies/index.php> for the introduction to the Simmons University Copyright Policy. While the policy is directed at employees of Simmons University, the School expects all students to adhere to it as well.)

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 Assistant SLIS 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.⁹

E.12. 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. Students must be performing at a passing level to be considered. Students must fill out the petition form in consultation with their instructor, and the Assistant SLIS Director reviews it. If approval is granted, the incomplete must be finished by the agreed upon date identified in the petition. All incompletes must be completed by the end of the following semester (Fall, Spring, or Summer).

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.¹⁰

Please see section D of the UGC (pp. 36-51) for information related to tuition and financial impact of obligations related to incompletes.

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

⁹ Honor Code Policy, passed May 19, 1988, amended June 25, 2001.

¹⁰ Incompletes: passed April 12, 1995, revised May 19, 1995; incomplete grading policy amended on April 15, 2020.

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/2019/06/Independent-Study.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/slisis/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

E.15. Low Grades

The Assistant SLIS 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) will be discussed. In addition, any individual member of the faculty may add the name of any individual student to the list for discussion.¹²

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

¹¹ Library Student Association: passed June 5, 1968, January 15, 1970, March 19, 1975, February 13, 1992.

¹² Low grades: passed April 8, 1970.

¹³ Academic standing: passed April 9, 1969.

Please see Satisfactory Academic Progress (SAP) in Section D: Registration and Financial Information of the UGC (pp. 49-51) 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.5 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 Assistant SLIS 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. 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 <https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/school-library-teacher-licensure>.

The Archives 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.1 and B.5 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 the approved list of international travel courses that is part of the Petition form (<https://internal.simmons.edu/wp-content/uploads/2019/06/International-Travel-Petition.pdf>) offered at ALA-accredited LIS programs (URL). If the course is on the approved list, the student must complete the "Transfer of Credit" form and submit it to the Assistant SLIS Director for approval. See Section B.1 of this document.

Appendix A: Key Contacts

(alphabetical by Department/Office name)

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| Accessibility Services, Office of (OAS) | Email: access@simmons.edu Phone: (617) 521-2658 Campus: Center for Student Success, Ground Floor, Lefavour Hall |
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¹⁴ Non-student students, formerly Unclassified students: passed November 29, 1967, November 4, 1970, December 18, 1981.

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| Admissions, SLIS | <p>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</p> |
| College of Organizational, Computational, and Information Sciences (COCIS) | <p>Email: cocis-ops@simmons.edu Phone: (617) 521-2079 Campus: (moving) Dean: Dr. Marie desJardins</p> |
| COCIS Technology | <p>Email: cocistech@simmons.edu Phone: (617) 521-2802 Campus: Tech Lab, Palace Road Building, Room P-213</p> |
| Community Engagement | <p>Email: communityengagement@simmons.edu Phone: (617) 521-2700 Campus: Main College Building, Room E-304</p> |
| Diversity, Equity, and Inclusion | <p>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</p> |
| Library | <p>Email: library@simmons.edu Phone: (617) 521-2780 Campus: Lefavour Hall, Beatley Library SLIS Liaison Librarian: Linda Schuller, L-113, (617) 521-2767</p> |
| Public Safety | <p>Phone: Emergencies: 617-521-1111 or 911; Non-emergencies: 617-521-1112 Campus: Palace Road, Suite P-106</p> |
| Registrar | <p>Email: registrar@simmons.edu Phone: (617) 521-2111 Campus: Main College Building, Room C-115</p> |
| Sponsored Programs, Office of (OSP) | <p>Email: elena.glatman@simmons.edu</p> |

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|---|---|
| | 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 P-212 SLIS Resources Student Associations (SLIS) |
| 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

Assistant SLIS Director:

Archives Management Concentration: Dr. Katherine Wisser

Archives Management/History Dual Degree: Dr. Katherine Wisser and Dr. Steve Ortega

Library Science/Children's Literature Dual Degree: Dr. Amy Pattee and Dr. Cathryn Mercier

Cultural Heritage Informatics Concentration: Dr. Peter Botticelli

Doctoral Program: Dr. Rong Tang & Dr. Kyong Eun Oh

DYO: [contact your academic advisor]

IPI: Dr. Rong Tang

Information Science & Technology Concentration: Dr. Naresh Agarwal

Online: Dr. Jeffrey Pomerantz

School Library Teacher Concentration: Dr. Melanie Kimball

SLIS West Campus: Professor Eric Poulin

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