

SCHOOL OF MANAGEMENT GRADUATE STUDENT HANDBOOK



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Table of Contents

Welcome

- Welcome to the Simmons University School of Management
- About the School of Management
- School of Management Administration
- Academic Calendar
- How to Use This Handbook
- Graduate Student Professional Standards

1. Student Rights, Responsibilities, and University Policies

- 1.1 Student Principles and Community Expectations
- 1.2 Educational Record Privacy (FERPA)
- 1.3 Equal Access Policy
- 1.4 Notice of Non-Discrimination
- 1.5 Grievance Procedures
- 1.6 Office of Accessibility Services
- 1.7 Human Subjects Research

2. Academic Policies

- 2.1 Academic Standing
- 2.2 Transfer Credit and Course Waivers
- 2.3 Class Attendance and Participation
- 2.4 Adding a Course
- 2.5 Dropping or Withdrawing from a Course
- 2.6 Auditing a Course
- 2.7 Grades and Academic Evaluation
- 2.8 Incomplete Grades
- 2.9 Grade Appeals

3. Enrollment, Leave, and Registration

- 3.1 Registration Procedures
- 3.2 Advising and Academic Planning
- 3.3 Enrollment Status
- 3.4 Leave of Absence

3.5 Withdrawal from the University

3.6 Returning from a Leave of Absence

4. Tuition, Financial Aid, and Billing

4.1 Tuition and Fees

4.2 Payment Policies

4.3 Financial Aid and Loan Eligibility

4.4 Satisfactory Academic Progress (SAP)

4.5 Tuition Refund Policy

4.6 Student Health Insurance

5. School of Management Academic Policies

5.1 School of Management Communications

5.2 Legal Name and Name Changes

5.3 Degree Requirements

5.4 Time Limit for Degree Completion

5.5 Graduation and Commencement Participation

5.6 Independent Study

5.7 Academic Integrity and Honor Code

5.8 Academic Performance and Low Grades

5.9 Student Organizations and Leadership Opportunities

5.10 Career and Professional Development

Appendices

Appendix A: Key Contacts

Welcome

Introduction

This handbook provides policies, expectations, and resources for students pursuing a Master of Science in Management or a graduate certificate in management in the Simmons University School of Management (SOM). It is intended to complement the University Graduate Course Catalog (UGC) and other Simmons University policies.

The handbook begins with the Graduate Student Professional Standards, which describe the professional behaviors expected of SOM graduate students throughout their programs. The sections that follow provide relevant University academic policies and additional School of Management policies, procedures, and resources.

Students are responsible for understanding and following the policies and requirements of Simmons University, the School of Management, their academic program, and their individual courses.

About the School of Management

Established in 1974, the Simmons University School of Management has spent more than 50 years preparing principled, innovative, and socially responsible business leaders. As a women-centered school of business, the School of Management is distinguished by its commitment to gender equity, ethical leadership, and the integration of business excellence with social impact. Today, the School offers undergraduate programs leading to a Bachelor of Science in Business Administration (BSBA) in Accounting, Business and Management, Finance, Marketing, and Retail Management, as well as a Bachelor of Arts in Economics, along with a variety of interdisciplinary minors. At the graduate level, the School offers the Master of Science in Management (MSM), including concentrations in Business and Leadership in Women's Sports and Nonprofit Management, as well as graduate certificates in Women's Sports Business and Nonprofit Management. Through close collaboration with faculty, industry partners, and an engaged network of alumnae/i, students gain the knowledge, practical experience, and professional connections needed to lead organizations, drive meaningful change, and make a lasting impact in today's global economy.

School of Management Administration

The Simmons University School of Management is led by the Dean, who oversees both the undergraduate and graduate business programs. The graduate programs are supported by the Associate Dean and the Director of Graduate Programs, who work closely with faculty, staff, and students to ensure a high-quality academic experience and provide guidance throughout your graduate journey.

Contact information for these administrators, along with other key School of Management personnel, can be found in Appendix A: Key Contacts.

Academic Calendar

SOM follows the academic calendar established by the University. That calendar can be found at:

Simmons University School of Management

Graduate Student Professional Standards

The Graduate Student Professional Standards describe the professional behaviors and executive competencies expected of students in the Simmons University School of Management. Grounded in the University's commitment to principled, equitable leadership for individuals of every gender and background, these standards prepare students with the practical tools, mindsets, and professional discipline required to thrive in dynamic business, athletic, public, and non-profit environments.

These standards apply throughout a student's graduate journey—in physical and online classrooms, team projects, executive presentations, and all interactions with faculty, staff, peers, guest speakers, employers, alumni, and external partners.

A Note on Business Background: No prior business background is required or assumed. These standards define how professional leaders act, collaborate, and grow. A lack of prior business exposure is viewed as a starting point, not a shortcoming; technical skills will be taught, while professional excellence is practiced together.

1. Communication, Respect, and Inclusivity

Effective business leaders communicate with clarity, empathy, and tactical awareness across diverse audiences.

Students should:

- **Communicate clearly and respectfully** across all mediums (written, spoken, and digital) using inclusive phrasing, names, and pronouns that acknowledge and respect individual identities.
- **Practice active listening** by making deliberate space for diverse perspectives, particularly those historically marginalized or underrepresented in business, athletic, or social impact sectors.
- **Engage in constructive debate.** Disagreement and rigorous questioning are vital to business innovation; disrespect, dismissiveness, and personal attack are unacceptable.
- **Practice professional communication etiquette:** Consider impact and audience before communicating, maintain appropriate tone, and respond to professional inquiries in a timely manner.
- **Uphold confidentiality** and respect the privacy of internal team dynamics, organizational case data, and personal disclosures shared within the learning environment.

2. Accountability, Integrity, and Executive Function

Reliability, ethical decision-making, and self-awareness form the foundation of sustainable organizational success.

Students should:

- **Honor professional commitments:** Meet deadlines, arrive fully prepared, actively contribute, and deliver high-quality work to faculty, teammates, and organizational partners.
- **Manage expectations proactively:** Communicate early and transparently when unforeseen circumstances threaten attendance, participation, or deliverables.
- **Practice ethical decision-making:** Follow all Simmons Academic Integrity requirements and institutional policies (conduct, nondiscrimination, harassment, accessibility, technology, and intellectual property).
- **Own choices and impacts:** Take responsibility for errors—including moments where personal bias, unexamined assumptions, or blind spots influenced a decision—and commit to corrective action.
- **Seek help and engage resources:** Treat asking for clarification or help with unfamiliar concepts as a mark of mature leadership, not weak preparation.

3. Growth Mindset and Adaptability

Modern management requires continuous learning, intellectual humility, and agility in shifting environments.

Students should:

- **Engage as active learners:** Show up driven by curiosity rather than just grade performance, engaging deeply with course materials and class discussions.
- **Receive feedback as a strategic asset:** Treat constructive feedback, performance reviews, and opposing viewpoints as actionable insights for professional development rather than personal criticism.
- **Adapt to dynamic conditions:** Pivot strategies, adopt new analytical tools/technologies, and remain flexible when group dynamics, project scopes, or organizational priorities shift.
- **Value diverse expertise:** Recognize that non-traditional backgrounds—whether in sports administration, human services, creative fields, or community organizing—bring essential insight to problem-solving.

4. Collaboration, Advocacy, and Principled Leadership

Principled management means leading with purpose, distributing opportunity fairly, and advancing equity across teams and industries.

Students should:

- **Distribute team responsibilities equitably:** Share workloads fairly and ensure access to strategic, high-visibility roles (e.g., presenting, leading analysis) is based on equitable rotation and growth, not default administrative habits (e.g., note-taking, scheduling).
- **Elevate team talent:** Actively invite, acknowledge, and cite contributions from peers whose ideas might otherwise be overlooked, spoken over, or uncredited.
- **Resolve team conflict constructively:** Address interpersonal or operational friction directly, professionally, and promptly to preserve focus on organizational/project goals.

- **Serve as brand ambassadors:** Represent themselves, the School of Management, and Simmons University with distinction when engaging with guest executives, league officials, board members, employers, and alumni.
- **Practice inclusive leadership:** Lead from any position—with or without a formal title—by exercising sound judgment, evaluating the ethical and human impact of decisions, and leveraging leadership as a tool to expand access and opportunity for others.

Application of the Standards

Faculty and administrators assess professional conduct based on observable behaviors and outcomes, not assumptions about a student's identity, background, gender, disability, or emotional state. When concerns arise, students will receive clear feedback and an opportunity to respond and improve. Students are expected to engage constructively with feedback, take responsibility when appropriate, and make reasonable efforts to meet these standards. These expectations supplement Simmons University policies, School of Management requirements, and individual course syllabi.

Student Handbook

1. Student Rights, Responsibilities, and University Policies

1.1 Student Principles and Community Expectations

As a student at Simmons University, all SOM students are committed to following the student principles and policies outlined in the [UGC](#). Further information regarding the SOM implementation of the Honor Code Policy can be found in this handbook/

1.2 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](#).

1.3 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, SOM 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.

1.4 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](#).

1.5 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](#).

1.6 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.

1.7 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>.

2. Academic Policies

2.1 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.

2.2 Transfer and Course Waives

Transfer of Credit (SOM):

With the approval of the faculty, the School will accept credit for SOM graduate work completed at another accredited graduate institution towards the Master of Science degree. Under special circumstances, the faculty may approve exceptions to the 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 SOM Graduate Program Director (rameyc@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 (SOM):

Students who enter the School with an acceptable background of graduate study in business and management from an 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 management 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](#).

2.3 Class Attendance and Participation

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.

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](#).

2.4 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 on the [Course Registration page](#).

2.5 Dropping or Withdrawing from 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](#)

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

2.6 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 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 [Director of Graduate Programs and Certificates](#). 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 alumni for \$400 per course and to non-SOM 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](#).

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

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

2.7 Grades and Academic Evaluations

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

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

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.

Additional information regarding marks and evaluations can be found in the [UGC](#).

2.8 Incomplete Grades

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 Director of Graduate Programs 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](#))

2.9 Grade Appeals

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 SOM Director with an explanation of the 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](#).

3. Enrollment, Leave, and Registration

3.1 Registration Procedures

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

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

Payment Policies

Information regarding payment policies can be found in the [UGC](#).

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 SOM-specific information.

3.2 Advising & Academic Planning

New students in the (SOM) are assigned an advisor to provide guidance throughout their graduate program. Students are required to meet with their advisor prior to or during their first semester to review their program plan, discuss their professional goals and areas of interest, and ensure they understand program requirements and available opportunities. Students are encouraged to meet with their advisor periodically throughout the program to discuss academic progress, course planning, professional development, and any questions or changes related to their program of study.

3.3 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.

3.4 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 Director of Graduate Programs (rameyc@simmons.edu) to notify them of the need for the leave and the semester they intend to return.
- The Director of Graduate Programs 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 Director of Graduate Programs, the SOM Wufoo Administrator, the Registrar, the SOM 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 SOM Program Director (rameyc@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](#).

Involuntary Leave of Absence

Information about involuntary leaves of absence at Simmons University can be found in the [UGC](#).

3.5 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 SOM to notify them of the intent to withdraw.
- The Director of Graduate Programs 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 Director of Graduate Programs, the SOM Wufoo Administrator, the Registrar, the SOM 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 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](#)).

3.6 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](#).

4. Tuition, Financial Aid, and Billing

4.1 Graduate Tuition and Fees

Information regarding current graduate tuition and fees for SOM can be found in the [UGC](#).

4.2 Payment Policies

Information regarding payment policies can be found in the [UGC](#).

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.

4.3 Financial Aid and Loan Eligibility

4.4 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 SOM 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](#).

4.5 Tuition Refund Policy

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](#).

4.6 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>).

5. School of Management Academic Policies

5.1 School of Management Communications⁵

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>.

SOM 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.

⁵This 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>.

5.2 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>).

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.

5.3 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 34 credit hours⁷, including the following core courses:

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 SOM 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 SOM.

5.4 Time Limit for Degree Completion

Students must complete requirements for the Master of Science degree within six calendar years of their initial matriculation. The SOM 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

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.

5.5 Graduation and Commencement Participation

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.

Honor Code 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 Director of Graduate Programs.

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

5.6 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 Management field.

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 SOM 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/SOM-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 the Director of Graduate Programs for final processing.

Low Grades

The SOM Graduate Program Director meets with the Associate Dean 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 Management t 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

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.

Non-Degree Students

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 MSM degree

Simmons alumni or others who have earned their Master's in Management 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 Director of Graduate Programs if they require completion of more than 6 credits.

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.

International Travel Courses

Students interested in taking an international travel course offered by a school other than Simmons should consult with the SOM Graduate Program Director for program appropriateness. If the course is approved, the student must complete the ["Transfer of Credit"](#) form and submit it to the SOM Graduate Program Director for approval.

Program Assessment and Student Work

SOM is committed to timely and comprehensive program assessment. SOM 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 SOM 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

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.

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, SOM	Email: SOMadm@simmons.edu Phone: (617) 521-2868 Campus: Palace Road Building, SOM Mailing Address: SOM 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
SOM 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	SOM Diversity Fellow: SOMdiv@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 SOM Liaison Librarian: Lilian Kleinberg
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 Support & Resources (Simmons-wide)	Bookstore Career Development Commuter Services Counseling Center Health Center

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