Contents

MBA ACADEMIC PROGRAM GOALS ................................................................. 2
   Analysis and Decision Making, Exercise of Leadership
   and Power, Strategies for Women and their Careers,
   Global Perspective, Social Responsibility

ACADEMIC STANDARDS ............................................................................. 2
   Satisfactory Completion of 48-52 Credit Hours, Policy on
   Grade of Failure, Policy on Two Cs, Academic Warning and Review Process,
   Removal from Degree Candidacy, Exclusion from the Program

GRADES AND GRADE POINT AVERAGE TRANSLATIONS .......................... 5

GRADING POLICIES ..................................................................................... 5
   Syllabi with Course Requirements, Grading Process, Posting
   Grades, Grade Changes

DEGREE REQUIREMENTS FOR THE MBA PROGRAM ............................... 4
   Math Competency Requirement, Technology Fluencies and Hardware/Software specifications, MBA Course
   Requirements, Prerequisite Requirements, Repeating Courses, Withdrawal from Courses, Independent Study
   Guidelines, Internships,
   Course Waivers and Transfer Credits, Incompletes, Completing the
   Degree, Failing a Course, Academic Warnings, Formal Audits, One
   Credit Courses, Course Substitutions, Class Time Conflicts, Course
   Sequencing, Courses Taken in Other Graduate Programs, Adding
   Courses/Switching Sections, Attendance

LEGAL HOLIDAYS AND RELIGIOUS OBSERVANCES .................................. 12

EXAMINATIONS ........................................................................................... 12

DELIVERABLES ............................................................................................ 12

STUDENTS WITH LEARNING DISABILITIES OR PHYSICAL LIMITATIONS .... 12

CLASSROOM NORMS ................................................................................. 13

STANDARDS OF ACADEMIC CONDUCT .................................................. 13
   Honor Code, Violations of the Honor Code, Including: Cheating,
   Plagiarizing, Misusing Library Resources, Misusing Technology
   Resources on Computer Software and Hardware, Illegal Duplication
   of Software or Violating Licensing Agreements, Violation of
   Copyright Law

POLICIES FOR SOM GRADUATE LEVEL CERTIFICATE PROGRAMS .............. 14

POLICIES FOR COORDINATED DEGREE PROGRAMS ............................ 15

POLICIES FOR SOM TRAVEL COURSES ................................................. 15

POLICY ON VALUING DIVERSITY .............................................................. 15
MBA PROGRAM GOALS

I. **Analysis and Decision Making:** Simmons graduates make effective and efficient decisions within ambiguous contexts. They base their decisions on critical reasoning, using quantitative analyses and other appropriate tools, technologies, and methodologies.

   Learning Objectives:
   - Use appropriate quantitative and qualitative information to identify critical problems and issues.
   - Develop and defend persuasively a set of recommendations supported by appropriate analyses.

II. **Exercise of Leadership and Power:** Simmons graduates develop enhanced self-knowledge and skills to lead diverse teams and organizations to achieve desired results. They can diagnose the dynamics of gender and power within organizations to act influentially and negotiate their conditions for success.

   Learning Objectives:
   - Assess own leadership strengths and opportunities for development.
   - Build a team infrastructure to ensure the optimal contribution of diverse team members towards the achievement of team goals.
   - Diagnose the dynamics of gender and power inside organizations.
   - Negotiate effectively to enhance value and accurately assess their performance.

III. **Strategies for Women and their Careers:** Simmons graduates understand the impact of gender on managing careers and develop personal career strategies that allow them to maximize their career potential.

   Learning Objective:
   - Identify next career steps and create a strategy for implementation.

IV. **Global Perspective:** Simmons graduates understand the global context in which organizations operate. They can analyze the internal and external environments of organizations and use these analyses effectively for decision-making in global settings.

   Learning Objective:
   - Analyze the impact of global dynamics on a business and industry.

V. **Social Responsibility:** Simmons students will make ethical, socially responsible and fiscally sound decisions in their organizations and businesses.

   Learning Objectives:
   - Evaluate organizational decisions in the context of both fiscal and social responsibilities.
   - Evaluate organizational decisions within an ethical framework.

ACADEMIC STANDARDS

The Master of Business Administration (MBA) requires the satisfactory completion of all course work (48 credit hours for students in progress prior to September 2010 and 52 credits for students accepted September 2010 or later). Grades are awarded on A, A-, B+, B, B-, C and F basis. Students who have not met and completed all degree requirements will be allowed to participate in graduation exercises only under very exceptional circumstances.

The degree will not be granted to any student whose final academic record includes:
- a grade of Failure in any course
- more than two C grades
In total, no student will be allowed to repeat more than two courses throughout her MBA Program (either at Simmons or at another institution.) This total includes repeating courses where the student has earned a grade of F, or repeating courses where the student has earned a C.

A grade of F in a course

Any student who has received one or more failing grades will automatically be put into a formal academic review process (see below for details.) A grade of Failure in a course that is a prerequisite to another course precludes a student from starting that course until the grade of Failure has been cleared.

The SOM requires that students failing a course repeat the course either at Simmons, receiving a grade of B or better, or at an AACSB accredited graduate school receiving a grade of B or better.

If the student intends to complete the course at the SOM, she must register for the course again and is responsible for all tuition and fees.

If the student intends to complete the course at an AACSB accredited institution, the faculty member who taught the course (or another faculty member in that discipline, if the original faculty member is not available) must approve, in writing, the course at the other institution. The Associate Dean for Academic Programs will notify the Registrar authorizing approval to transfer the grade if all conditions have been met.

Grades of F are not removed from the student’s transcript because the transcript is the written record of the student’s academic performance.

Two grades of C in the MBA program

Any student who has received two course grades of C will be placed on academic warning. A formal written Academic Warning will be sent to the student indicating that her academic progress is below the satisfactory levels, and that earning one additional C in a future course will automatically initiate a formal academic review process (see below for details.)

If at any time a student is carrying more than two C’s on her transcript, the student automatically remains part of the Academic Review Process (See below for details.)

Academic Warning and Academic Review Process

If a student experiences difficulties during a course, it is the student’s responsibility to discuss her status with her instructor. Mid-semester warnings are not given to students.

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

- After the end of every semester, the SOM Academic Programs Office will prepare a summary report of all grades of C or F no later than the first week of the next semester.

- By the end of the first week of the next semester, the SOM Academic Programs Office will:
Simmons School of Management

Academic Policy

August 10, 2010

- Notify any student who received a grade of C with a letter indicating concern for the student’s academic standing. This letter will be placed in the student mailbox and sent by email to the Simmons email account of the student with return receipt.
- Notify any student who has accumulated a total of two C grades over the course of the program with a letter of formal Academic Warning. This letter will be placed in the student mailbox, with a copy sent to the recorded home address and an email to the Simmons email account of the student with a return receipt.
- Notify any student who received any F grade, or who has accumulated more than 2 Cs over the course of the program with a letter indicating that a Formal Academic Review (see below for details) has been initiated. This letter will be placed in the student mailbox, with a copy sent to the recorded home address and an email to the Simmons email account of the student with a return receipt.

Formal Academic Review Process:

Any student who has accumulated more than two course grades of C or any failing grade will automatically have her entire academic record and her standing in the MBA Program reviewed by the Academic Review Committee. The Committee consists of the Associate Deans and several appointed faculty members who meet once per semester. Students are strongly encouraged to submit a personal statement discussing why they have performed poorly and what is their plan for improvement. Students are also encouraged to discuss any hardship that the committee might consider in their review of the student’s record.

Students with more than two accumulated course grades of C or any failing grade are not considered in good academic standing by the SOM. In such cases, the faculty, at its discretion, can decide on one of the following courses of action:

1. Temporary Removal from degree candidacy:
   - The student will be removed from degree candidacy, and will be required to retake courses to clear the F grade and/or the C grades in excess of the maximum limit
   - Removal from degree candidacy preventing the student from taking any other additional courses towards the degree requirements until they are readmitted to degree candidacy.
   - In the case of multiple Cs, (ie 3 C’s or more), the Academic Review Committee may designate the course(s) which they require the student to repeat. Courses may be taken either at the Simmons School of Management or at another AACSB accredited graduate institution. (See section below on repeating courses.)

   The student will be remitted to degree candidacy only upon submission of a transcript with a grade of B- or higher in the designated course(s).

2. Exclusion from the program:
   A student who has been excluded from the program will be removed from degree candidacy and will be withdrawn from the program. If she wishes to continue her MBA studies at the SOM she must apply for re-admission. The SOM requires that she will wait a minimum of one year before re-applying to the program.

3. No formal action taken at the time of review by the faculty.

---

GRADES AND GRADE POINT AVERAGE TRANSLATIONS

---
The Simmons School of Management uses grades to provide students with feedback on their overall performance in each course. All courses are graded on the basis of A, A-, B+, B, B-, C and Failure. An explanation of the grading system follows:

- **A**  Outstanding performance in which the student’s classroom and written work has been consistently excellent. A=4.00
- **A-**  Superior performance in which the student’s classroom and written work has been consistently very strong. A-=3.67
- **B+**  Very good performance in which the student’s classroom and written work has demonstrated mastery of course material. B+=3.33
- **B**  Good performance in which the student’s classroom and written work has demonstrated competency in handling course material. B=3.00
- **B-**  Minimally acceptable performance, which has been deficient in some respects. B-=2.67
- **C**  Marginal performance, which has been deficient in many respects. C=2.00
- **F**  Performance has not met minimal standards of the course. No credit will be given. F=0.00
- **I**  INCOMPLETE: Student has not completed the course requirements by the end of the semester.

**GRADING POLICIES**

A syllabus for each course is distributed at the beginning of a semester. Faculty will indicate on the syllabus what course requirements are (exams, papers, projects, etc.), the due dates, expectations in regard to the honor code, the role of class participation, and how the final course grade is calculated.

Because courses vary in content and teaching approach, the grading process will differ from course to course and individual faculty members will also differ in applying their grading standards to student performance. The individual faculty member, using his/her best judgment, is solely responsible for grades in the course. As of September 2008, students must take all courses, including Internships and Independent Studies, for a letter grade.

Faculty members are responsible for posting their grades online by the deadlines established by the Registrar of the College, or by the program office in which they are teaching. After the final deadline for such posting, the following grade change policies will apply.

If a faculty member issues a grade in error (such as a calculation or transcription error), and the student and the faculty member agree that the grade needs to be changed, the faculty member may initiate a grade change. This change must be approved by the Associate Dean for Faculty and Curriculum, and submitted in writing to the SOM Program Office, who will notify the Registrar of the College to change the grade in question.

If a student has questions about a course grade for any other reason, she should make an appointment and speak with the individual faculty member within six weeks following the end of the semester. If a student wishes formally to appeal her grade, she should submit the appeal, in writing to the Associate Dean for Faculty and Curriculum. A successful appeal must prove that the grade in question was awarded in a capricious and arbitrary manner, was based on ex post facto criteria, or was discriminatory.

**DEGREE REQUIREMENTS FOR THE MBA PROGRAM**

**Math Competency Requirement**
The SOM requires all students entering the MBA program who scored below the 25th percentile in the quantitative portion of the GMAT to take and pass a math competency test prior to the first full week of classes in the MBA program.

Students have three attempts to pass the math competency exam. If a student does not successfully pass the math competency test with a grade of 80% or higher in each section, and has taken the test three times, the student will be required to slow down her program of study until the test is passed. The student will also be withdrawn by the SOM program office out of any quantitative course(s). If the program of study is slowed down, it also may delay a student’s expected graduation date.

The student will not be required to withdraw from the MBA program, but she will not be permitted to enroll in any MBA quantitative courses, e.g. GSM 411 Economics, GSM 420 Financial Accounting, or GSM 415 Quantitative Analysis, until the math competency exam is passed. Passing the math competency is not a contingency in a student’s admissions decision.

Technology Fluencies

Students are expected to possess the technology competencies, as defined by the faculty and approved by the Curriculum Committee that are necessary for success in the MBA program. Students are strongly recommended to follow the College standard as it relates to computer hardware and software specifications.

MBA Course Requirements

In order to fulfill the degree requirements for a Simmons MBA, all students must complete 48-52 credit hours of courses, including 40 credit hours of required courses and 8-12 credit hours of electives. 48 credits are required for students in progress before September 2010 and not opting for a concentration. 52 credits are required for all students entering September 2010 or later. Courses are listed below.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSM 411</td>
<td>Economic Analysis for Managers</td>
<td></td>
</tr>
<tr>
<td>GSM 412</td>
<td>Business Government and the Global Economy</td>
<td>GSM 411</td>
</tr>
<tr>
<td>GSM 415</td>
<td>Quantitative Analysis</td>
<td></td>
</tr>
<tr>
<td>GSM 420</td>
<td>Financial Reporting and Analysis</td>
<td></td>
</tr>
<tr>
<td>GSM 421</td>
<td>Managerial Accounting</td>
<td>GSM 420</td>
</tr>
<tr>
<td>GSM 425</td>
<td>Marketing Management</td>
<td>GSM 415, GSM 420, GSM 411</td>
</tr>
<tr>
<td>GSM 426</td>
<td>Strategy I</td>
<td></td>
</tr>
<tr>
<td>GSM 430</td>
<td>Technology and Operations Management</td>
<td></td>
</tr>
<tr>
<td>GSM 431</td>
<td>Information Technology</td>
<td>GSM 430</td>
</tr>
<tr>
<td>GSM 435</td>
<td>Finance</td>
<td>GSM 411, GSM 415 and GSM 420</td>
</tr>
<tr>
<td>GSM 440</td>
<td>Strategy II</td>
<td>GSM 421, GSM 425, GSM 430, GSM 435, GSM 460, GSM 465, and pre- or co-requisites GSM 426, GSM 412, GSM 431 and GSM 441;</td>
</tr>
<tr>
<td>GSM 441</td>
<td>Leadership, Governance and Accountability</td>
<td>GSM 412, GSM 421, GSM 425, GSM 430, GSM 435, GSM 460, GSM 465, and pre- or co-requisites: GSM 440, GSM 412 and 431</td>
</tr>
<tr>
<td>GSM 450</td>
<td>Career Strategies</td>
<td></td>
</tr>
<tr>
<td>GSM 455</td>
<td>Leading Individuals and Groups</td>
<td></td>
</tr>
<tr>
<td>GSM 460</td>
<td>Communication Strategies</td>
<td></td>
</tr>
<tr>
<td>GSM 465</td>
<td>Leading Organizational Change</td>
<td>GSM 455</td>
</tr>
<tr>
<td>GSM 470</td>
<td>Negotiation and Conflict Management</td>
<td>GSM 455</td>
</tr>
<tr>
<td>GSM 5XX</td>
<td>Electives (8-12 credits in total; many have prerequisites). All electives are 3 credits as of September 2010.</td>
<td></td>
</tr>
</tbody>
</table>
Prerequisites

Students must meet prerequisite requirements for courses prior to the start date of the class. Co-requisites for a class must be taken either before or concurrent with the class and will be identified during registration. Students, not faculty, have the responsibility for ensuring that these requirements are met. If a student wishes to petition for an exception to this policy, she must receive permission first from the course instructor and then from the Associate Dean for Faculty and Curriculum.

All grades earned in a course will remain on the student transcript and be subject to the academic policy requirements even if a student has not met the pre-requisites.

If a student receives an Incomplete in a course that is a prerequisite for another course to be taken in the subsequent semester, the student must meet all remaining course requirements to clear the Incomplete within the first week of class. If the student does not clear an Incomplete in a prerequisite for any course within the allowable period, the MBA program office will automatically withdraw the student from that course.

Concentrations

Students need a minimum of 9 credits within a concentration to satisfy the concentration requirements. All concentrations have different requirements within them. Required courses for each concentration are listed below:

- Business Analytics - Strategic Performance Measures
- Financial Analytics - Financial Modeling
- Marketing - Research Design and Analysis
- Sustainability/CSR - Sustainability Analysis and Reporting and Corporate Social Responsibility
- Global - Global Strategies
- Non Profit - Nonprofit Management, Finance and Accounting for Nonprofits, Philanthropy, Policy and Fundraising
- E-Ship - Creativity Innovation and Entrepreneurship, Business Plans, Internship
- Health Care - 21st century Health Care, Health Economics and Finance, Health Industry Markets and Business Models

Repeating Courses

As an alternative to repeating a course within the Simmons MBA program, courses offered at AACSB accredited graduate schools of business (or equivalent) can be used to repeat a course. Students must submit the course description and course syllabus to the SOM Academic Review Committee for approval. With the Committee’s written approval, the student may use a course from an AASCB school toward degree requirements. The student must earn a grade of B- or better wherever the course is taken. As noted above, only two courses in total may be repeated over the MBA program, and any course retaken outside of Simmons will not be counted toward a student’s GPA at the SOM; only the credits will transfer.

Withdrawal from Courses

Students may withdraw from a course up to the date of the final class session prior to the final exam or presentations, whichever comes first. A “W” will be recorded on her transcript. If the student does not make a formal withdrawal before the deadline, a grade of “F” will be recorded on her transcript.
For the Tuition Refund Policy, please refer to the most recent SOM registration materials or the Student Financial Aid website. Recipients of financial aid must notify the Office of Student Financial Services upon withdrawing from any course. Any change in status may result in the loss of eligibility for certain loan/aid programs.

Internships and Independent Studies

Only one internship or independent study course will count towards the MBA degree.

Independent Study Guidelines

A. Overview

Independent studies offer students the opportunity to spend considerable time over the course of the semester investigating an area of personal interest. Independent studies require substantial work and typically result in a research paper of a caliber that could be presented by the student at a conference and/or could be submitted for possible publication. There is a minimum GPA requirement of a 3.5 or above for students to be eligible for an independent study.

In order to complete an independent study, students must first identify a specific faculty member who is willing to work with them on the project. They must then find a mutually agreed upon topic. It is not up to the faculty member to generate a topic for an independent study. However, the student's topic must be agreed upon with the faculty member and must fall within the faculty member's expertise so that the student and faculty both get maximum benefit from the project. Faculty and student responsibilities are outlined below once a mutually agreed upon topic has been chosen.

B. Student responsibility

The student will take the lead in developing and completing an independent study. The role of the faculty is to provide guidance, support, feedback, and grading. Students should expect to spend 100 hours (plus or minus) on a 3 credit (MBA) independent study. In order for a student to successfully complete an independent study, the student must complete the following:

- The student will develop a proposal for the independent study before the beginning of the semester in which they want to complete the independent study. This includes 1) identifying the topic of the independent study, 2) describing the rationale for studying this topic, and 3) preparing a detailed time line of when the various components of the independent study will be completed and how the 100 hours will be allocated. The components of the independent study are outlined below.
- The student will obtain the permission of the supervising faculty member to complete the independent study as designed or, if needed, make changes to the proposal so as to obtain faculty approval for the plan.
- The student will prepare part of the reading list, typically consisting of 4-5 key papers related to the topic.
- The student will write an annotated bibliography using the papers they identified as well as the papers provided by the faculty member. This includes finding common themes, identifying a research question, and developing a listing of references and citations in APA style.
- The student will conduct either primary or archival research to answer the research question. If the student conducts primary research using human subjects, a proposal must be submitted to and approved by the Institutional Review Board (IRB).
- The student will complete a 20-30 page research paper using their annotated bibliography and their research. The paper will include exhibits as necessary and will include a listing of references and citations using APA style.
- The student will be responsible for scheduling meetings with the faculty every 2-3 weeks. "Meetings" can be in person or virtually, but the method of meeting must be mutually agreed upon with the faculty member.
All Independent Studies must have a SOM faculty advisor and an approved outline for course completion before the student will be allowed to register for the course.

Internships

All internships must be approved in advance by the SOM faculty member teaching the internship course before a student will be allowed to register for the course.

Course Waivers and Transfer Credits

While the SOM expects that students will take all or most of their coursework within the MBA Program at Simmons College, entering MBA students may apply for limited course transfers and waivers. All transfer credit must be submitted prior to a student’s first semester in the MBA program and will be reviewed by the Associate Dean for Faculty and Curriculum, in consultation with the relevant faculty members.

Petitions for either transfer credits or course waivers start at the SOM Academic Program Office. Accompanying documentation should include a grade transcript, a syllabus for the prior coursework, and a statement saying why the student feels the course credit should be transferred or why the course should be waived. Up to nine credits of coursework may be transferred in by an entering MBA student, and up to two courses may be waived.

For transfer of credits:

- Courses must have been completed within the last three years.
- Student must have received a grade of B or better.
- Courses must be graduate level and from AACSB accredited (or equivalent) business programs.
- Coursework already counted toward the completion of another degree will not be considered for transfer credit.
- Transfer credit only transfers credit, and not the grade. The SOM GPA calculation only includes work completed at Simmons.

In addition, entering MBA students may waive up to two courses. The SOM will only consider for waiver the following three courses: Economics, Financial Accounting and Quantitative Analysis.

For course waivers:

- Student must demonstrate prior relevant coursework.
- Student must pass a waiver exam with a grade of B or better within the first week of the first semester of a the MBA program. A faculty member with expertise in the area will grade the waiver exam.
- Course waivers do not affect the number of course credits required for graduation.
- If the student successfully waives out of the course, she will be required to substitute the course credit with an advanced elective.

Travel Courses

Normally, students will only take one course with the same course number. Students may petition the Associate Dean for Faculty and Curriculum for an exception to take the same course and travel to a different region.

Incompletes

Required course work must ordinarily be completed by the last day of final examinations. In extenuating circumstances, a student may request an “Incomplete” from the course instructor. “Extenuating circumstances” include deaths in the family, personal illness, and professional obligations that are demonstrably beyond the student’s control. A request for an Incomplete must include an outline of the student’s plan to complete the outstanding work and must be approved and signed by both the student and the instructor. If approved by the
instructor, the request should be filed with the SOM Academic Programs office. It is the student’s responsibility to monitor her progress and satisfactorily complete her work.

If a student receives an Incomplete at the end of the semester, the SOM Academic Programs Office will automatically send out a reminder letter or email within 15 days after course grades are due. The letter will be sent by mail or email with return receipt and a copy is placed in the student’s mailbox.

Normally, students must clear the Incomplete no later than October 1 for the summer term, March 1 for the fall term or July 1 for the spring term. If a student is unable to do so within the stated time frame, the incomplete will become an F. Faculty have the option to set earlier deadlines for incompletes to be resolved.

See the section entitled “Prerequisites” above for the handling of incompletes in courses that are prerequisites for courses to be taken in a subsequent semester. If the course for which an Incomplete is being granted is a prerequisite for a course in which the student is registered in the following semester, the student must complete all outstanding work for the Incomplete by the end of the first week of classes in the following semester or will be withdrawn from any course requiring it as a prerequisite. All work must be delivered to the SOM program office.

If the student is going on a Leave of Absence or is not taking a sequential course that requires the course as a prerequisite, students will have until October 1 for summer semester, March 1 for fall semester, and July 1 for spring semester to deliver all outstanding work. If any of these dates fall on a weekend or holiday, the due date for completing required work will be the first business day following the due date.

**Completing the Degree**

Students must complete all degree requirements within five years of being admitted to the School of Management. This limit includes time spent on a leave of absence. A petition for an additional year may be filed with the SOM Academic Program office for extenuating circumstances that require extra time.

Students must complete 48-52 credits of course work which normally would not include more than 3 credits of internship or independent study.

The SOM gives no credit for failed courses. To meet the credit requirement for graduation, students must either retake the same course (in the case of a required course), or take the same or a different course (in the case of an elective).

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

Students who are enrolled in coordinated degree programs such as the MBA/MSW program will be eligible for all academic honors and awards and will be eligible to participate in all graduation ceremonies once all required MBA courses have been completed. For any award involving a GPA as the primary requirement, all MBA coursework must have been completed.

**Withdrawals from a Course**

Students may withdraw from a course up to the date of the final class session prior to the date of the final exam or final presentations. No refunds are given after the official add/drop dates posted by the College.

**Formal Audits**

Formal audits must have the approval from the faculty member and the Associate Dean for Administration and Academic Programs. This approval must be obtained before the first class. Students auditing a course are expected
to attend all classes, and participate fully in class discussions and activities. There is a tuition discount for formal audits of 15%. Formal audits appear on a student’s transcript. Informal audits are not allowed.

One Credit Courses

No student will be allowed to take a one-credit option as part of a two or three credit course.

Course Substitutions

The petition process involves writing a letter outlining why a course substitution is being requested. The petition will go to the Associate Dean for Faculty and Curriculum for approval. If the Associate Dean for Faculty and Curriculum approves a course substitution, then the student must complete approved advanced electives for the equivalent number of credit hours.

Class Time Conflicts

No student will be allowed to register for two courses that have any classes scheduled at the same time.

Course Sequencing

Students are expected to take courses in the sequence outlined in the tracks of study. If a student misses a course in sequence, she must wait until the course is offered again.

Courses Taken in other Graduate Programs at AACSB Schools or within Simmons

MBA students may petition to take up to two electives in other graduate programs of business that are AACSB accredited (or equivalent) or within the graduate programs at Simmons. For each course approved, the student will receive three academic credits contingent upon a grade of B or better. All electives taken at other institutions or within Simmons must be approved by the Associate Dean for Faculty and Curriculum in advance of the starting date of the course.

Adding Courses/Switching Sections

After the first class, students need written permission from the faculty member to add or switch sections. This form should then be brought to the SOM Academic Programs office. No switching of sections will be allowed after 25% of the course has been completed.

Attendance

The principal teaching method at the SOM is the case method. In order to learn by the case method, students must not only prepare case material, but they must also be present in class to participate in the case discussion. Preparation and participation are important parts of a learning process that is not confined to simplistic recitation of case facts. Developing the ability to listen, to think on one’s feet, to respond intelligently to unexpected challenges, to concede error with some grace, and to see contradiction not as criticism but as a potential expansion of one’s habitual way of thinking are primary goals.

It is expected that students will attend all class meetings for the courses for which they are registered. In general, students who attend less than 75% of class meetings will have their final course grade reduced. Instructor policy regarding course attendance must be included in the course syllabus.

LEGAL HOLIDAYS AND RELIGIOUS OBSERVANCES
Evening classes will typically be held on all federal and state holidays during the semester. Classes will not be held on Memorial Day, July Fourth, and Labor Day.

Classes will be held on religious holidays that are not legal holidays. Faculty and students should make reasonable accommodations to meet course requirements. Faculty members with conflicts have the option to have a guest speaker or have another faculty member teach the course in their absence.

Students who are unable because of their religious beliefs to attend classes or to participate in an examination, class, or work requirement for a particular day shall be excused from the class, study, or work requirement and shall be provided with an opportunity to make up the examination, study or work they may have missed. Religious accommodation is not discretionary and covers all religions and religious holidays.

EXAMINATIONS

Faculty expect all students will take or submit exams at the scheduled times as stated on the course syllabus. Students should read their schedules and syllabi carefully when planning business trips and other professional obligations in order to avoid conflicts.

In extenuating circumstances, the faculty member may allow an exam to be taken at a different time by a student. In these circumstances, the student is responsible for notifying both the faculty member and the Associate Dean for Administration and Academic Programs of the need to reschedule an exam, well in advance of the scheduled date when possible. The Academic Program Office, after consulting the appropriate faculty member, will make arrangements with the student for an alternative testing date and time. The faculty member may give a different exam, change the delivery method of the exam, require a different deliverable, or otherwise adjust the exam as deemed appropriate. This decision is strictly up to the faculty member teaching the course.

Students will have an opportunity to see and discuss their graded examinations. Faculty may, however, at their discretion, require that all graded examinations be returned and kept in the faculty office.

DELIVERABLES

Faculty members expect all students to take exams and submit deliverables at the scheduled time according to the syllabus. Students are expected to turn in all assignments on or before their due date. If the assignments are turned in late, the course instructor has the option not to accept the assignment, to accept it with a penalty, or to accept it without penalty. The faculty member’s policy should be included in the course syllabus or in written assignment instructions.

STUDENTS WITH LEARNING DISABILITIES OR PHYSICAL LIMITATIONS

Reasonable accommodations will be provided for registered students with documented physical, sensory, systemic, cognitive, learning, and psychological disabilities. Any student with a disability wishing to receive academic accommodations from the College must register with the Disabilities Services Office in the Center for Academic Achievement prior to receiving any accommodations. Reasonable accommodations are determined on a case-by-case basis in consultation among the Disabilities Services Office, the student, and, if appropriate, the faculty member. Students must meet with the Disabilities Services Office every semester in which they wish to request accommodations. Students with disabilities receiving accommodations are also encouraged to contact their instructors within the first week or two of the semester to discuss their individual needs for accommodations.

CLASSROOM NORMS

Faculty members expect standards of professional behavior inside the classroom which enhance the learning experience for all students. Students should make every effort to arrive on time and stay for the duration of the
class. Name cards should be used. Cell phones, and other portable communication devices must be turned off. Generally, the use of laptops is not allowed unless permitted by the instructor. All students should be aware that faculty members may vary in their expectations of classroom behaviors, and that it is up to the student to ensure that she understands the behaviors that are not allowed inside each different classroom. At all times, the instructor is the first point of contact for any classroom issues or questions.

The SOM expects that all students will show tolerance for the point of view of others and will express their own opinions respectfully. We ask every student to help ensure that the best learning process possible is achieved in every course.

STANDARDS OF ACADEMIC CONDUCT

As an academic community, Simmons School of Management attempts to provide an academic program and a learning environment that enhances student intellectual and personal development, preserves the rights of individuals and organized groups, and encourages individuality while affirming commitment to the community dimensions of college life.

Integrity and honesty in the performance of all assignments and examinations both in the classroom and outside are essential. A student who cheats or submits work which is not her own violates the principle of high standards and jeopardizes her right to continue in the Simmons MBA program. The relationship between instructors and students requires cooperation and trust in maintaining the ideals and spirit of an honor code.

Students that use group work as a base for an individual assignment in the same course or another course are required to cite that paper in their references. If a student’s previous individual work is used, it should be cited as well. In either of these instances, it is imperative that the student check with the faculty member to make sure that substantial use of previous work for the current assignment is allowed for that course. If there are any additional questions, it is the student’s responsibility to check with their faculty member.

Faculty may require that exams include the statement: “I have neither given nor received unauthorized help during this examination.” This statement can be written on the exam by the student, or preprinted on the exam; in either case the statement must be acknowledged and signed by the student.

Academic and community violations will be referred to the Simmons College Honor Board. If a student fails to comply with the Honor Code, the faculty member is obligated to follow the appropriate course of action as indicated in the Student Handbook. The Simmons Student Handbook is the primary source for honor code and violation procedures.

Violations of the Honor Code include:

Cheating
- This includes copying others’ work, collaborating without authorization, using crib notes or other unauthorized source materials during examinations, accessing and using others’ computer files without authorization, and violations of specific regulations from the instructor.

Plagiarism
- This is defined as intentionally or unintentionally using someone else’s work, works, thoughts, or ideas without giving proper credit. When a source is not cited, it is assumed that the works, work, thoughts, or ideas are the sole product of the author, i.e., the student. Plagiarizing includes handing in as one’s own work a paper on which a student has received extensive aid with substance and/or structure without acknowledging that help, as well as using one paper for more than one course without authorization to do so. Material used from outside readings, reference, or the like, must be noted by using footnotes, endnotes,
Students should be extra cautious to cite appropriately in courses that require both group and individual work within them. Students should always check with their faculty member about any questions in this area.

Misusing library resources
• This includes mutilating, stealing, deliberately misshelving, concealing, or defacing materials (marking, underlining, highlighting).

Misusing technology resources on computer software and hardware
• This includes stealing hardware/software, or the unauthorized reconfiguration of software programs.

Illegally duplicating software or violating software licensing agreements
• Software license agreements prevent the duplication of any software application that an individual does not personally own. This excludes public domain software (shareware or freeware).

Violating copyright law
• (Title 17, United States Code, Section 101 and following) 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 the introduction to the Simmons College Copyright Policy at http://www.simmons.edu/libraries/copyright.html) While the policy is directed to employees of Simmons College, the SOM expects all its students to adhere to it as well.

POLICIES FOR SOM GRADUATE LEVEL CERTIFICATE PROGRAMS

A. Description

Certificate programs are non-degree supplemental programs designed for students who wish to enhance the MBA program with additional specialized coursework and targeted experience in a specific management area. They may be offered solely within the SOM MBA program or in conjunction with another graduate school at Simmons College. Certificate programs require 12 credits of approved coursework of which no more than six can be used to fulfill MBA degree requirements.

B. Requirements

Students interested in applying to certificate programs should follow the application and admissions requirements of the specific program in which they are interested. These procedures may vary depending on the schedule of required courses, certificate type, space availability, or other factors. Alumnae of Simmons and other AACSB accredited (or equivalent) business schools will typically follow the same course sequence as current students.

Role of for major changes to existing certificate programs should be submitted to the Curriculum Committee. The Curriculum Committee will evaluate these according to the same criteria as above.

POLICIES FOR COORDINATED DEGREE PROGRAMS

A. Description
Coordinated degree programs are master’s level programs which are designed to allow a student with career interests that cross disciplinary boundaries to graduate from Simmons with two master’s degrees. Currently, the only coordinated degree program is the MBA/MSW program.

B. Requirements
Students must be accepted into each program independently. Typically, they start in the MBA program on either a full-time or part-time schedule and would complete the degree requirements of the second program after completing the SOM coursework. Course requirements for each degree would remain the same. However, students would receive elective credit for courses completed at the other school such that two electives would be waived in each program. Courses selected as substitutes for the SOM electives must be approved by the Associate Dean for Faculty and Curriculum.

POLICIES FOR SOM TRAVEL COURSES

A. Description
SOM travel courses incorporate short-term, intensive overseas travel as part of the course design. Typically, classes are held both pre-travel and post-travel, and include relevant orientation to the country or region visited. Additional orientation is offered by the Simmons study abroad office, attendance at which is mandatory. Travel courses may be designed for different disciplinary areas.

B. Learning Objectives
General learning objectives applicable to any travel course are as follows:

- to gain first hand experiences of businesses overseas
- to reflect on significant management issues in a global context
- to apply academic content gained at Simmons and extend in a cross-cultural context
- to gain competence and confidence as a global citizen
- to develop connections and links to students, experts, and organizations operating overseas
- to develop student skills in teamwork, communication, and principled leadership through their interactions with other participants in challenging international environments
- learning objectives for the specific discipline should also be added as appropriate.

POLICY ON VALUING DIVERSITY

Simmons College is, first and foremost, an academic community whose primary goals are to prepare women and men who are well informed, open minded and sensitive of values. To attain these goals we seek to create an atmosphere within which students learn to become actively engaged members of society and to develop the resources to lead rich personal lives. We hope to achieve these goals through an active and continuing exchange of ideas among students and faculty and the general college community.

To insure that these goals are attained, Simmons has committed itself to the following principles:

- Simmons College supports the principle and spirit of equal employment opportunity for all persons, based on each individual’s qualification and fitness. In accordance with applicable law, the College administers its employment and personnel policies without regard to race, color, religion, national origin, sex, legally recognized handicap, or veteran status.
Simmons College’s admission and financial aid policies are administered in accordance with the Education Acts of 1965. The College is committed to admitting students of any race, color, or national and ethnic origin to all the programs and activities generally made available to students at the College, including scholarship and loan programs, athletic programs, and other College-administered social, education and recreational programs, and student services.

Simmons College subscribes to the policies set forth in Section 504 of the Federal Rehabilitation Act of 1973, which mandates equal opportunity for qualified handicapped persons in educational programs and activities.

Simmons College strives to insure that all decisions concerning hiring and promotion of faculty and staff, or the educational progress of its students, are based on considerations appropriate to an academic institution and not on factors such as race, color, gender, sexual orientation, religion, age, national origin, handicap, or veteran status.

Furthermore, Simmons College is committed to creating an atmosphere within which the diversity of its members’ individual roles meets with understanding, respect, and encouragement, and where discrimination and harassment by any member of the faculty, staff, or student body against any other will be condemned and redressed. The College does not tolerate sexual harassment of employees or students.

Complaints of discrimination or harassment should be addressed to the Simmons College Vice President or appropriate Dean for action.