School of Health Sciences (SHS) Student Handbook

This Student Handbook delineates policies and professional standards of conduct for all SHS students. All SHS students should also refer to their respective departmental or program student handbooks for department- or program-specific policies and professional standards. Policies within categories one (I.) and two (II.) below are listed alphabetically.

I. Academic Policies Pertaining to all SHS Students

Academic and Educational Records

Contact Information for Learners

All students are responsible for information sent to them using their simmons.edu address. Information about how to forward the Simmons email to another email account is available through the Help Desk at 617-521-2222 or helpdesk@simmons.edu.

Family Educational Rights and Privacy Act of 1974

The College’s practice in regard to student record-keeping is based on the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment), and is intended to be a safeguard against the unauthorized release of information. This act applies to all enrolled students, former students, and alumni. It does not apply to applicants seeking admission into an institution.

Under the provisions of the act, it is the right of the student to view her/his official educational records. Educational records are defined as records regarding a student that are maintained by an educational institution. Such records are kept in the SHS Office of Admission, Office of the Dean for Student Life, the Office of the Registrar, department, program, and/or faculty advisers’ offices, and the Center for Academic Achievement. Not included in this category of records are the following:

- records containing confidential information written before January 1, 1975

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1 Students are referred to their individual departments or programs for new, revised, or additional policies or information that may not be included in this Handbook, included at the time it was posted online, or may have changed since posted. Please refer to the SHS Department Directory for departmental/program contact information. The next, annual revision of this Handbook is scheduled for 2011-12.

2 Includes all SHS graduate, undergraduate nursing and nutrition students, and physical therapy senior/first-year graduate students—to include all on-campus, on-line, off-site, and blended-learning students.

3 Undergraduate nursing and nutrition students and physical therapy seniors/first-year graduate students should also consult the College of Arts and Sciences (CAS) Undergraduate Programs Student Handbook for additional information (http://my.simmons.edu/life/handbook/schools/undergraduate/index.shtml). Doctoral students in health professions education should also consult the CAS Graduate Programs Student Handbook for additional information (http://my.simmons.edu/life/handbook/schools/graduate/index.shtml).

4 Includes all SHS graduate, undergraduate nursing and nutrition, and physical therapy senior/first-year graduate students—to include all on-campus, on-line, off-site, and blended-learning students.
• financial records submitted to the College by the parents of a student
• medical and counseling records
• records containing information on more than one student
• private records intended for use of an individual
• law enforcement records
• student employment records
• records to which a student has waived her/his right of access as required by a judicial order or a lawful subpoena

To view her/his record, a student must make a request in writing to the appropriate office. The office has 45 days in which to fulfill the request. If requested, copies of a student’s record are available to the student for a slight charge to cover the cost of duplicating. Under the provisions of the act, any information in a student's record found to be “inaccurate, misleading, or [that] violates the privacy or other rights of the student” may be challenged by the student. Only the accuracy of the information may be challenged.

To contest the information in her/his record, the student must submit a written statement to the person responsible for the content of the record and request that she/he receive a written response. If no written response is forthcoming or if an unsatisfactory response is received by a student, she/he may appeal to the department chairperson, program director, or appropriate supervisory person. In the event that no resolution is made, it is the student’s right to request a hearing, to be presided over by the Dean for Student Life or a designee.

The College has the right to publish a directory listing all enrolled students and containing the following information:

• student's name
• address
• telephone number
• place and date of birth
• concentration
• digital photo
• year of graduation and dates of attendance
• awards and degrees received
• membership in organizations
• educational institution most recently attended

A student who wishes to be omitted from the directory must so indicate by writing to the Office of the Registrar.

A student's record is not accessible to anyone outside the College without written authorization from the student.

Exceptions to this regulation are as follows:
• officials at an institution where the student is applying for admission
• officials disbursing financial aid
• parents of a dependent student (for tax purposes)
• accrediting and educational testing organizations
• federal officials
• officials complying with a judicial order
• appropriate officials in the event of an emergency (only if necessary to safeguard the health or well-being of the student or other individuals)
• the alleged victim of a crime of violence may receive results of any disciplinary proceedings conducted by the College against the alleged perpetrator of that crime in reference to that crime. Student records are available to the above with the stipulation that this information is only for the use of the above unless written consent is secured from the student

Student records may not be distributed to other parties. It is the responsibility of each office maintaining records to keep a log that verifies the name and date of each person who has viewed the record and for what reason. Students have the right to see this log.

A student may sign a waiver of access to confidential recommendations for graduate school or for employment purposes. However, the student must be kept informed of those people providing recommendations.

The College does not ordinarily notify a student's parents or guardians of academic and social problems she/he encounters as a Simmons student without her/his consent. However, if a student's behavior places her/his continuance at Simmons or in residence in jeopardy, or if the student's behavior indicates she/he may be harmful to herself/himself or others, the College may deem it to be in her/his best interest to notify, without consent, her/his parents, guardians, or other appropriate persons.

Depending upon the nature and seriousness of the student's behavior she/he may be asked to leave the Residence Campus and/or the College immediately.

Prior to asking a student to leave residence and/or school, the College may deem it necessary to enter into a contractual agreement with a student around the student's behavior in residence and/or the College community, particularly in situations where the student's behavior has become an issue for the larger community. Should a contractual agreement be entered into between a student and the College, the College maintains the right to handle any violations of the contractual agreement administratively rather than through the student judicial process. A student may appeal administrative decisions about violations of her/his contractual agreement to the Dean for Student Life within seven business days of the decision that has been communicated to her/him. The appeal must be made in writing.

Further questions about the Buckley Amendment should be directed to the Office of the Dean for Student Life (http://my.simmons.edu/life/dean/).
Statement on Simmons College Intellectual Property Ownership:

Whereas Simmons College is a community of learning dedicated to teaching, research, and scholarship; and

Whereas Simmons College strongly encourages the creation and dissemination of learned and aesthetic accomplishments, including copyright-protected works; and

Whereas, the evolution of technology, pedagogy, curricular development and higher education practice requires that the College examine the issue of copyright ownership in the academic community; and

Whereas, technology instructional research and new curricula are evolving at too rapid a pace to permit full anticipation and articulation of policy which can be mechanically and unambiguously applied to every situation;

This Statement is intended to articulate both a framework for understanding ownership of intellectual property rights at Simmons and the principles that shall guide those charged with evaluating ownership issues as they arise.

The framework and principles are:

- First, that the traditional rights of scholars to the fruits of their labors should be respected.
- Second, that works produced at the College should be used and made available for the greatest possible benefit, within the Simmons community and beyond it.
- Third, that U.S. federal copyright law grants copyright ownership of employment-related works to the College.
- Fourth, that it is reasonable for the College to have greater rights to the use and commercialization of a project when [the] College contributes exceptional resources to the project.
- Fifth, that the College must protect the use of the Simmons College name.

Scope and Coverage

This Policy applies to the faculty, staff, and students of the College. This Policy is supplemental to the Simmons College Patent Policy and is subject to any applicable laws and regulations or to specific provisions in grants or contracts that govern rights in copyrighted works created in connection with sponsored research.

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5 The following information is excerpted from the Simmons College policy on “Statement on Intellectual Property Ownership.” For complete, current, and more detailed information, go to http://my.simmons.edu/policies/ipo.shtml.
Student Works

1. Definition: Student Works are papers, computer programs, dissertations, theses, artistic and musical works, and other creative works made by Simmons students in the pursuit of her/his academic coursework while enrolled as a student.

2. Ownership and Use: Students shall own copyright in Student Works except in the following cases:
   a. Copyright to Traditional Works authored by faculty with assistance from a student shall be owned by faculty or the College in accordance with the terms of this policy.
   b. The College shall own a Student Work that is a Sponsored or Externally Contracted Work as set forth in this Policy.
   c. Student Works created in the course of the student's employment by the College shall be considered Works Made for Hire, and the College shall retain ownership and use of such works.
   d. Works created by students for third parties as part of an internship or experiential learning program are not subject to this policy.

Copyright Information

As a community of scholars, Simmons College subscribes to the belief that intellectual property rights should be respected and honored, and that fair and appropriate use of published materials is both a legal and an ethical obligation that all members of the Simmons community should observe.

It is the policy of the College that all members abide by the relevant copyright laws. These laws include:

- The Copyright Law of the United States of America
- Title 17, U.S. Code, Sect. 101, et. seq.
- General Revisions of the Copyright Law
- Public Law 94-553 (effective January 1, 1978)
- 1998 Digital Millennium Copyright Act
- Public Law 105-304
- 1998 Sonny Bono Term Extension Act
- Public Law 105-298

The intent of the Simmons College Copyright Policy is to encourage scholarship conducted in the spirit of honest inquiry. Using the works of others obligates scholars to acknowledge such use whose works are protected by the law.

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6 The following information is excerpted from the Simmons College Technology Guidelines on “Copyright.” For complete, current, and more detailed information, go to http://my.simmons.edu/services/technology/policies/copyright.shtml.
Employees [and students] who willfully disregard this policy or the law do so at their own risk and assume all liability for their actions.

The information appearing below is intended to assist members of the Simmons College community as they use materials that others have produced for teaching and research. The copyright laws cited in the Simmons College Copyright Policy are comprehensive, and they can be challenging to interpret and understand. The changing environment in electronic technologies makes compliance with copyright law in this area a particular challenge.

Copyright is a complex issue and the following information is intended as a guideline only. If you need advice regarding copyright, several staff on campus may be helpful. Please feel free to contact: the Director of Libraries, the Director of Media Services, the Director of Administrative Computing, and/or the Webmaster.

One word of caution with regard to copyright — if you are unsure if the material is in the public domain or available for use, you should ask the copyright holder for permission to use the material. Infringement penalties and remedies can be significant.

Terms and Definitions

• Compliance
  
  o It is the individual user's responsibility to comply with copyright law. You should permanently keep a copy in your files of any permission-to-use that you obtain.

• Definitions
  
  o A copyright grants to its owner the right to control an intellectual or artistic creation, to prohibit others from using the work in specific ways without permission, and to profit from the sale and performance of the work. Under current statutes, copyright protection extends to not only copies of the written word and recordings of sound, but visual images such as photographs or illustration or animated images such as motion pictures or videotapes. It also extends to live performances that are taped as they are broadcast. No protection is available for an idea/procedure, process, system, method of operation, concept, principle, or discovery, no matter how unique. Copyright protection is available only for an expression of the idea.

  The owner of the copyright is granted five exclusive rights to ensure the opportunity to exploit the work for profit. These rights are: reproduction, distribution, adaptation, performance, and display.

• What is copyright protected?
  
  o Copyright protects "original works of authorship" that are fixed in a tangible form of expression. The works need not be directly perceptible, so long as they
may be communicated directly or with the aid of a machine or device. Copyrightable works include the following categories*:

1. literary works;
2. musical works, including any accompanying words;
3. dramatic works, including any accompanying music;
4. pantomimes and choreographic works;
5. pictorial, graphic, and sculptural works;
6. motion pictures and other audiovisual works, including the individual images of the work;
7. sound recordings; and
8. architectural works

* These categories should be viewed quite broadly: for example, computer programs and most "anthologies" are covered as "literary works"; maps and architectural plans are covered as "pictorial, graphic, and sculptural works."

A work is assumed to be copyrighted unless you can demonstrate that it is not.

Materials may be copyrighted even if published without a copyright notice.

- Fair Use

  Fair use is a legal principle that provides certain limitations on the exclusive right of copyright owners. There is no simple test to determine what fair use is. Section 107 of the Copyright Law of the United States of America sets forth the four fair use factors which should be assessed in each instance, based on the particular facts of a given case to determine whether a use is fair use. All four factors must be weighted equally:

  1. What is the character of the use?
  2. What is the nature of the work to be used?
  3. How much of the work will you use?
  4. What effect would this use have on the market for the original or for permissions if the use were widespread?

Use Guidelines

- Copying Guidelines

  Ordinarily, copying copyrighted material without the permission of the copyright owner is a violation of the exclusive rights of the copyright owner. The copyright act balances user rights by creating limited exemptions from these exclusive rights, such as allowing copying for face-to-face teaching or fair use. Under fair use, a teacher or researcher is allowed a rather limited amount of copying without the copyright owner’s permission for purposes such as criticism, comment, news reporting, or teaching. Furthermore, there are some
works of which copying is completely unrestricted, and other types of materials of which unauthorized copying is always forbidden.

- Unrestricted Copying
  
  - Anyone may copy, without restriction, works published prior to 1989 which do not have a copyright notice. Anyone may copy, without restriction, published works on which the copyright term and any renewals have expired. U.S. government publications may be copied without constraint, except to the extent that they contain copyrighted work from other sources. C-SPAN grants educators and degree granting educational institutions the right to tape any C-SPAN programs without receiving prior permission from the network, as long as taping is for school use and not for commercial sale or political purposes. This liberal copyright policy allows teachers to air C-SPAN live, record programs (at school or at home) for later use, assign students to watch a program, or to create their own videotapes for classroom use. Taped C-SPAN programs may be retained in perpetuity for future school use.

**Academic Honesty**

All academic work submitted is expected to be the original work of the author. Proper citation of another’s ideas or work is required. Copying documentation from any source is a form of academic dishonesty. Students are expected to acknowledge any collaboration in all work, and are referred to the publication manuals of the American Medical Association (*American Medical Association Manual of Style: A Guide for Authors and Editors* [http://www.amamanualofstyle.com/oso/public/index.html]) or the American Psychological Association (http://apastyle.apa.org/) for assistance in proper citation.\(^7\)

Consequences of academic dishonesty, including plagiarism, may include non-acceptance of the work submitted, written reprimand, or a failing grade in the course.

**Access to Online Learning Resources**

For regulatory, accreditation, and other business purposes the online learning management system (Simmons eLearning) may be accessed and observed by persons other than Simmons students, faculty, and staff. Access to eLearning may be granted by the department chair only after review of the request and determination that access is necessary and appropriate, does not infringe on the activities of learners and faculty, and does not threaten the academic integrity of the online course. Although the learning management system is not open to public access, it is not a private or confidential domain; neither students nor faculty should assume privacy within an online course.

**Adding Courses**

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\(^7\) For more detailed information about appropriate collaboration, citation, etc., go to [http://my.simmons.edu/life/policies/using-sources.pdf](http://my.simmons.edu/life/policies/using-sources.pdf)
Generally, a student may add courses after the official registration deadline, until the end of the second class meeting. Exceptions may be made under unusual circumstances with written permission from the instructor, department chair, and dean. To add a course, the student must complete the add/drop form, which is available in the Office of the Registrar, and pay the appropriate fees to student accounts. Adding courses after the official registration deadline may affect a student's financial aid, and will require the permission of the dean of the SHS. The student must contact the Office of Student Financial Services (sfs@simmons.edu or 617-521-2001) to obtain information regarding the impact on any financial aid awards.

Audit Policy - Formal

Undergraduate students may register to formally audit a course by completing the Undergraduate Registration for Formal Audit form (http://my.simmons.edu/services/registrar/forms.shtml). There will be a formal contract between the instructor and the student, and the student will submit work for evaluation in accordance with the contract. Graduate students are referred to their individual departments or programs for more information about formal audits. Generally, formal audits of SHS courses are not available to non-SHS students or alumni. If you are a recipient of financial aid (loans), you must contact the Office of Student Financial Services (sfs@simmons.edu or 617-521-2001) to obtain information regarding the impact of auditing on financial aid awards.

Audit Policy - Informal

SHS alumni or matriculated students in the department or program in which the course is to be audited may informally audit courses. No record of an “informal audit” is indicated on the student's transcript, and the student does not submit work for evaluation. Informal audits are available on a space available basis with permission from the instructor. SHS alumni are charged a fee per course and should contact the Office of Alumnae/i Relations (617-521-2321).

Dropping Courses

Generally, from week one through week two of the semester (12 percent) students may drop a course by completing an add/drop form, which is available in the Office of the Registrar (http://my.simmons.edu/services/registrar/docs/add-drop-form.pdf). From week three through week four of the semester (12-25 percent) students dropping a course must obtain the signature of the course instructor on the add/drop form. From week five through week eight of the semester (25-50 percent) students dropping a course must obtain the signature of the course instructor on the add/drop form, but a grade of “W” will appear on the permanent transcript. From week nine through the end of the semester (>50 percent) students may drop a course only through special petition to the dean of the SHS. Only petitions that outline unusual circumstances beyond the student’s control will be approved, and a grade of “W” will appear on the permanent transcript. A student who drops a course after 50% of the course is completed, and is not able to demonstrate unusual circumstances, will receive the grade she/he earned in the course at the date of dropping the course. A
student, who fails to attend a course and does not formally withdraw from the course, normally receives a grade of “F” at the end of the semester.

For courses that are shorter than a full semester in length, the add/drop descriptions outlined above will vary proportionally. Students are urged to review the College’s refund policy before making a final decision. Dropping a course may affect a student’s financial aid (loans) and merit funds (scholarships and assistantships) status. U.S. students must be enrolled at least halftime to receive federal loans and usually fulltime for scholarships and assistantships. International students (non U.S. citizens) must maintain fulltime enrollment to remain in status for immigration purposes. Before dropping any course, international students must consult with the international student adviser in the Office of the Dean for Student Life (http://my.simmons.edu/life/dean/).

Email Policy

All students are responsible for information sent to them using their simmons.edu address. Information about how to forward the Simmons email to another email account is available through the Help Desk at 617-521-2222 or helpdesk@simmons.edu.

Extension of Time for Degree Completion

Each department has established time limitations for degree completion. Students may petition the department chair or program director for an extension of up to one year. Extensions beyond one year must be approved by the dean. Students seeking an extension should also consult the Office of Student Financial Services (sfs@simmons.edu or 617-521-2001) to determine the effect of lengthening the duration of a program in relation to aid eligibility. Additionally, any student who has received merit funds (scholarships and assistantships) from the SHS will not be awarded these monies for the extension period. International students (those in possession of an F-1 visa) must consult with the Dean for Student Life (http://my.simmons.edu/life/dean/) to determine if an extension of time for degree completion is allowed. If the extension is in compliance with U.S. immigration policy, the student may then petition the department chair.

Grievance, Appeal, and Complaints

A student with a grievance regarding a grade should discuss the grievance with the course instructor and, if not resolved, with the instructor’s department chair or program director. The department chair/program director may consult with the instructor, but the final decision regarding a grade rests with the instructor. If the instructor is the department chair/program director, the student may discuss the grievance with the dean. Grade changes are given only if a clerical error was made in the calculation of the grade.

The faculty of the department/program in which the student is enrolled monitors each student’s academic progress. A student has the right to appeal a faculty decision regarding academic progress. The student’s department chair or program director should be consulted concerning the appropriate procedures for appeal of any decisions related to unsatisfactory academic progress. If issues of academic progress are not resolved at the
department/program level, the student may appeal to the SHS Committee on Policy through the dean.

A student with a grievance or complaint regarding other aspects of her/his academic program should discuss the grievance/complaint with her/his department chair or program director and, if not resolved, with the dean.

For additional information, refer to the sections below on Unsatisfactory Student Progress for graduate students. Undergraduate students should refer to their department- or program-specific policies.

**Netiquette**

All students are expected to demonstrate the same professional behavior and mutual respect for teachers and colleagues in the online environment as they would demonstrate face-to-face. The SHS follows the standard rules of netiquette, as outlined below.

Netiquette refers to the rules/guidelines of etiquette that govern online conversation. Following these rules/guidelines will help a student communicate in a clear, polite, and succinct manner with her/his classmates on the eLearning Discussion Board, and should be applied to email as well:

- Do not use all capital letters. Occasionally a student may do so for emphasis, but, in general, all caps are seen as "yelling" in the online environment.
- Be brief and to the point. Often students will skip over long postings because they are difficult to read on the computer screen.
- Use specific and detailed subject lines that refer to the content of the posting or email.
- Minimize the use of sarcasm in correspondence. A person’s tone, attitude, or intention can easily be misinterpreted in the online environment.

**Repeating Courses**

Generally, a matriculated student will be allowed to repeat a course once if her/his department or program has stipulated a grade requirement for the course and the student has not met the requirement. If credit has been earned, the credit earned in the repetition of the course will not be counted toward the degree requirements. A student's transcript will show the course twice and both grades will be used in calculating the total grade point average. Students must pay for the repetition of the course at the full tuition rate. Students are referred to their individual departments or programs for more information.

**Transfer of Credit**

Under special circumstances, a currently enrolled student may receive credit for graduate work completed at another accredited institution. The SHS will allow transfer of credit for
up to two courses not to exceed eight (8) credits. Students must complete the transfer of credit form, obtained from the department or program office, and submit it to the department chair or program director for approval and processing. The guidelines are as follows:

- Credit is not granted for more than the face-value credit assigned by the host institution.
- The lowest grade normally accepted for transfer credit is B.
- Quarter-hour credits transfer at two-thirds of a semester hour.
- An official college/university transcript must accompany the transfer of credit form.
- A copy of the catalog course description or syllabus must accompany the transfer credit form.
- No credit is given for courses completed toward another degree.
- No credit is given for courses taken more than five years before the date of the application for transfer of credit.

For courses completed before admission to a SHS program, transfer petitions will be considered only within six months of acceptance to the program. After admission to an SHS program has been granted, a transfer credit form must be completed and approved prior to enrolling in courses at other institutions. The transfer of credit form can be obtained from the department or program office and should be submitted to the department chair or program director for approval and processing.

**Waiving of Credits**

Based on prior academic course work or other experience, a student may submit a written request to the department chair or program director for a waiver of a required course. If a required course is waived, a student must register for an elective course to complete the total number of credits required by the department or program for graduation. Courses taken for a previous degree are not accepted as transfer credits.

**II. Academic Policies Pertaining to Graduate SHS Students**

**Extension of Time to Complete a Course (Incomplete)**

A graduate student who would like to request an extension of time to complete a course ("incomplete") must provide persuasive reasons for the delay. An extension of time shall normally not extend beyond February 1 for fall semester, July 1 for spring semester, and September 1 for the summer semester(s). Additional time may be granted for the completion of research projects and internships. Extension of time forms are available from the department or program office, and must be signed by the instructor, department chair or program director, and the dean of the SHS, and submitted to the Office of the Registrar on or before the date grades are due each semester. Failure to file for an extension of time or to submit work by the approved "incomplete" extension date may result in a grade of F.

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8 This transfer of credits policy does not apply to all programs in the SHS. Students are referred to their individual departments or programs for department- or program-specific policies.
9 Includes senior/first-year graduate physical therapy students.
International students must meet with the International Student Adviser in the Office of the Dean for Student Life (http://my.simmons.edu/life/dean/) to determine if such extensions will affect their visa status. A student who received merit funds (scholarship or assistantship) from the SHS must contact the SHS Office of Admission (shs@simmons.edu or 617-521-2605) since “incomplete” courses will impact merit funding.

Grading

Please refer to department- or program-specific policies regarding grading.

Grade changes are given only if a clerical error was made in the calculation of the grade. For more information about the grading policy, refer to Grievance, Appeal and Complaints in section one above, Academic Policies Pertaining to all SHS Students (pages 10-11).

Graduating with Distinction

The Office of the Registrar provides each department chair with the names of students who achieved an overall GPA average of at least 3.80. After departmental review, the department chair confirms the names with the registrar’s office and nominates the students for distinction. A notation of distinction will appear upon the student’s degree. Students who are graduating in May with distinction will receive a new diploma with the notation of distinction. Students in blended or fully online programs are also referred to online student polices available through Blended Student Orientation or Online Student Orientation, through AARC (Academic and Administrative Resource Center, https://aarc.simmons.edu/).

Leave of Absence

An officially registered and matriculated student may apply for a leave of absence.10 Leaves, when granted, are for professional, academic, or personal circumstances, and are subject to approval by the department chair or program director and the dean of the SHS. Normally, no more than a one-year leave of absence is granted. A student who successfully petitions for a leave of absence is expected by the College to understand the relationship between her/his leave of absence and the requirements of her/his program of study. Therefore, a petition for a leave is sought only by a student who has carefully planned a sequence of courses, understands when particular courses are normally offered, and knows the date by which degree requirements must be completed.

During the leave, if a student wishes to take courses at another institution and transfer the credit to Simmons, she/he must obtain approval from her/his SHS department chair or program director prior to taking the course. An official transcript must be submitted to the department chair or program director upon the student’s return to Simmons.

A student who received a loan from the College must meet with a counselor in the Office of Student Financial Services (sfs@simmons.edu or 617-521-2001) before taking leave. A

10 Leave of absence is different from deferral. A student may request a deferral upon admission and deposit to a program, but before enrolling in any program/course. A request for deferral is made to the SHS Office of Admission (shs@simmons.edu or 617-521-2605), and not to the program of study.
student who received merit funds (assistantship or scholarship) from the SHS is not eligible for such funds upon return from leave. An international student (non U.S. citizen with an F-1 visa) must meet with the International Student Adviser in the Office of the Dean for Student Life (http://my.simmons.edu/life/dean/) before requesting leave.

When a student plans to return to the College, she/he must notify the Office of the Registrar (registrar@simmons.edu) and her/his SHS department chair or program director in writing one month prior to her/his scheduled date of return. A petition for a leave of absence is available from the department/program office.

**Participation in Commencement**

In certain circumstances a student who has not completed all the requirements toward her/his degree may be able to participate (“walk”) in the May Commencement ceremony. Generally, the student is able to participate if she/he is within one course of completion and the course is taken/completed during the summer session(s) immediately following May Commencement. The student must seek written approval to participate from the department chair or program director and the dean of the SHS.

**Participation in Online Courses**

Students taking online courses must demonstrate significant participation in the course within the first three weeks of the course. If significant participation is not recorded by the instructor during that time, the student will be required to withdraw from the course and begin the course again when next offered. Due to U.S. immigration policies, an international student who holds an F-1 Visa must check with the International Student Adviser in the Office of the Dean for Student Life (http://my.simmons.edu/life/dean/).

**Unsatisfactory Student Progress**

**Probation**

At the end of each semester, when applicable, each department chair or program director will provide written notification of probationary status to the student who has been placed on probation, as well as to the dean of the SHS, Office of the Registrar, Office of Student Financial Services, and the SHS director of admission (and to the International Student Adviser for non U.S. students, if applicable).

A student is placed on probation if one of the following applies:

- A student will be automatically placed on probation for the following semester if her/his grade point average (GPA) falls below a 3.0.
- A student will be placed on probation for the following semester if she/he receives a grade below a B (or an F in a P/F course) in any course designated by the student's department or program as requiring a grade of B or better.

**Please also refer to department- or program-specific policies regarding unsatisfactory student progress.**
• A student will be placed on probation for demonstrating behavior inconsistent with the ethical, legal, or professional standards as determined by each department's or program's faculty.

Probationary status will be noted on the student's transcript during the probation period and removed when the student is officially removed from probation.

A student receiving a grade below B- in any course designated by the student's department or program as requiring a grade of B or better must repeat the course for credit. Grades for the initial and repeated course will appear on the student's transcript and both will be used in calculating the cumulative GPA. A student may repeat a course only once. Repetition of the course may affect a student’s ability to progress with her/his class and/or her/his expected date of graduation.

A student placed on probation who was a recipient of a scholarship or assistantship will not be granted these funds during or after probation.

Removal from Probation

A student will be removed from probation if she/he receives a grade of B or better in all courses during the semester in which she/he is on probation, has a cumulative GPA greater than 3.0 at the end of that semester, and adheres to the ethical, legal, and professional standards of behavior as determined by each department's or program's faculty.

At the end of each semester, when applicable, each department chair or program will provide written notification of removal from probationary status to the student to be removed from probation, as well as to the dean of the SHS, Office of the Registrar, Office of Student Financial Services, and the SHS director of admission (and to the International Student Adviser for non-U.S. citizens, if applicable).

Exclusion

• A student will be excluded if she/he receives grades below B in more than two courses designated by the student's department or program as requiring a grade of B or better.
• Normally, a student will be excluded if she/he is on probation more than two semesters over the course of obtaining the degree. Please refer to department- or program-specific policies.
• A student will be excluded if she/he fails to obtain a grade of B or better in a repeated course.
• A student will be excluded for demonstrating behavior that is grossly or consistently illegal, unethical, or unprofessional as determined by each department's or program's faculty.
• A student will be excluded if she/he verbally or physically threatens anyone within the College setting or within the practice setting.

Exclusion status will be noted on the student's transcript.
Readmission of Excluded Students

A student who has been excluded shall be considered for readmission only when she/he submits substantial evidence of an ability to successfully complete the academic program. Department or program faculty will determine the conditions of readmission and continuance. An excluded student wishing to return must formally reapply through the SHS Office of Admission by the appropriate department or program admission deadline date. If readmitted, an excluded student may be required to meet new department or program expectations and requirements, and must have satisfied all previous financial obligations to the College.

Withdrawal from the College

A student may officially withdraw from the College by submitting a letter to the appropriate department chair or program director, with a copy to the Office of the Registrar, indicating her/his intent to withdraw and the reason for withdrawing. A student who fails to register for any courses by the end of the second week of classes of a semester subsequent to the one for which she/he has been registered, is considered to have withdrawn from the College. A withdrawn student must pay all expenses that she/he incurred while a student at the College before an official transcript is released. A student is urged to review the College’s refund policy before making a final decision about withdrawing.

A student who received a loan from the College must meet with a counselor in the Office of Student Financial Services (sfs@simmons.edu or 617-521-2001) before withdrawing. A student who received merit funds (assistantship or scholarship) from the SHS cannot retain such funding if/when she/he should return to the College.

An international student (non U.S. citizen with an F-1 visa) must meet with the International Student Adviser in the Office of the Dean for Student Life (http://my.simmons.edu/life/dean/) before withdrawing.

Readmission of Withdrawn Students

A request for readmission should be submitted, in writing, to the department chair or program director, with a copy to the Office of the Registrar, at least one month before classes begin for the semester in which the student wishes to register. The department chair or program director will notify the student, in writing, of her/his approval of the student's request. A returning student may be required to meet new department or program expectations and requirements, and must have satisfied all previous financial obligations to the College. It is the responsibility of an international student to meet all immigration policy requirements as specified by the Simmons international adviser (http://my.simmons.edu/life/dean/).

III. Academic Policies Pertaining to Undergraduate SHS Students

Undergraduate nursing and nutrition students should refer to department-specific policies and professional standards.
IV. Human Participants in Research Policy for all SHS Students

Simmons College has established policies on the use of human participants in all research projects initiated at the College, and the College's Institutional Review Board (IRB) monitors the use of humans as research participants. Students undertaking research projects that propose to study humans must submit a proposal to the IRB after consultation with a faculty advisor. The contact for the IRB is the Office of Sponsored Programs in the Main College Building, 617-521-2415.

A copy of the Simmons College human subjects research policy and IRB forms may be found on the Office of Sponsored Programs Web page at http://www.simmons.edu/offices/sponsored Programs/irb/index.php. It is expected that all members of the Simmons community will fulfill their legal and ethical responsibilities to ensure that the rights and safety of human participants in research are protected.

V. Professional Standards of Conduct for all SHS Students

The School of Health Sciences (SHS) is a learning community that values the academic, personal, and professional development of the individual. Students and faculty should model professional behaviors that enhance the educational environment. All members of the SHS community adhere to their individual discipline's professional codes and, as such, are bound to conduct themselves as individuals committed to providing compassionate and equitable health care. Adherence to the professional standards of behavior outlined below will assure an optimal learning experience for students.

Students are expected to engage in the educational process with openness and honesty in their self-assessment. Students cooperate with each other in creating an environment conducive to learning and professional growth, and are expected to be respectful of each other's learning styles. They participate with faculty in the learning process and seek appropriate feedback in meeting course objectives and individual learning goals. Students are expected to adhere to course policies as stated in the syllabus and should seek the timely assistance and advice of appropriate faculty when there are concerns regarding the evaluative process. Faculty and student privacy, professional reputation, and academic freedom are to be respected when disagreements arise in the evaluative process.

All students in the SHS are expected to provide client-centered care and to be advocates for such care in the health care environments in which they practice, and all clients are to be cared for with respect for their dignity. Students are expected to provide access to health care for clients without regard to the setting in which the client resides, or to their age, ethnicity, financial status, gender, religion, or sexual preference.

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12 Includes all SHS graduate, undergraduate nursing and nutrition students, and physical therapy senior/first-year graduate students—to include all on-campus, on-line, off-site, and blended-learning students.

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In addition to the standards outlined above, all students in the SHS are expected to read, understand, and uphold the College’s Standards of Conduct. For detailed information about these standards, please refer to the Standards of Conduct section.