

SIMMONS COLLEGE
ADMINISTRATIVE BOARD MANUAL

Fall 2003

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SIMMONS COLLEGE
ADMINISTRATIVE BOARD MANUAL

I. *ADMINISTRATIVE BOARD FUNCTIONS*

A. *Administrative Board Responsibilities*

The Administrative Board consists of six members elected from all of the professorial ranks of the CAS Faculty for staggered five-year terms; the Dean for Student Life or her representative, *ex-officio*; and the Registrar or Assistant Registrar *ex-officio* and without vote, who is the secretary of the Board. The Chairperson of the Administrative Board shall be elected at the end of each academic year to serve for the following academic year. The Chairperson shall be elected by the voting members of the Faculty who are members of the Board and shall not be an *ex-officio* member of the Board.

The responsibilities of the Administrative Board are:

1. To administer the rules, regulations, and policies determined by the Faculty. This involves maintaining and reviewing administrative procedures and recommending to the Faculty amendments to procedures and policies when appropriate.
2. To make decisions in the name of the Faculty regarding the disposition of cases of students who fail to meet academic standards as prescribed by the Faculty.
3. To certify to the Faculty that seniors have met their degree requirements.
4. To grant or refuse exceptions to prescribed standards or requirements. The Board may at any time refer exceptional cases to the full Faculty for consideration.
5. To select and recommend, in the name of the Faculty, student recipients for all-College academic awards and to nominate students to Academy.

B. *Exceptions to Prescribed Requirements*

1. *Petitions for Exceptions to Prescribed Requirements*

Any student may petition the Administrative Board to consider an exception to prescribed academic standards or requirements. The petition is normally submitted to the Registrar by the student after consultation with her adviser and/or instructor.

The student and her adviser (or instructor) are responsible for providing as much supporting data for the request as possible. This data may include appropriate statements from other instructors or student services personnel. Insufficient documentation or supporting information is likely to result in denial of the petition.

A petition for an "Incomplete," must be submitted jointly by the instructor and the student.

2. Rights of Appearance and Appeal

- a. A student petitioning the Administrative Board to grant an exception to prescribed standards or requirements may request permission to present her case in person to the Administrative Board. Such a request may be made to the Chairperson of the Administrative Board in writing or in person.
- b. A student whose petition is denied by the Board may appeal her case to the Board if there is evidence in support of her petition which was unavailable to the Board during its original deliberation.

3. Notification of Administrative Board Decisions

The student and the person submitting the petition will be informed in writing by the Registrar of the Administrative Board's decision in her case.

C. *All-College Awards*

The Administrative Board selects and recommends, in the name of the Faculty, student recipients for the following all-college awards:

1. Alumnae Achievement Award

This award is presented at Honors Convocation at the beginning of the academic year to a senior distinguished for her scholarship who comes recommended by her department as the most promising in her chosen field.

2. Alumnae Honor Award

The Alumnae Honor Award is given at the Senior-Faculty Banquet to the senior who most nearly approximates the ideal Simmons student by combining scholarship, participation in student activities, contribution to college life, and general all-around excellence.

3. Palmer Award

This award is presented at Senior-Faculty banquet to a senior who has been a superior student in the humanities and social sciences and who has made a significant contribution through extra-curricular activities in the area of inter-group relations.

D. *Academy*

Students who are eligible for admission to Academy, as determined by the Registrar, will be nominated by the Administrative Board and admitted by the Adviser to Academy. The enabling provisions for membership in Academy are outlined in the *Student Handbook*.

II. REGISTRATION, WITHDRAWAL, LEAVE OF ABSENCE, AND READMISSION

A. Registration

1. Full-Time Programs

A student who is registered for 12 or more semester hours of Simmons credit in a given semester is considered a full-time student.

2. Heavy Programs

A heavy program consists of more than 20 semester hours of credit in a given semester (including courses taken at another institution - see p. 11). Registration for a heavy program requires the prior approval of the Administrative Board. A petition requesting a heavy program must be submitted by the student to the Administrative Board with the comments and/or recommendation of her adviser.

3. Programs Restricted to 16 Semester Hours

First-semester freshmen, students with one or more failing grades in the preceding semester, or students on probation may not carry more than 16 credit hours in a semester.

4. Adding a Course After the 4th Week of Classes

Permission to register for a course after the end of the 4th week of classes is granted by the Administrative Board only under exceptional circumstances. The end of the 4th week of classes is defined as the 4th Friday after the first official day of classes in the semester. A petition to the Board must include a rationale for adding the particular course, an explanation for the late registration, and approval of the instructor and adviser. Ordinarily, the only petitions approved by the Board are those that show evidence that the student has been in attendance in the class before the end of the fourth week of classes. A completed Add-Drop form and the Treasurer's Office verification of payment, if appropriate, must be submitted to the Registrar.

5. Registration After the 4th Week of Classes

No student will be permitted to register after the fourth week of the semester. At the end of the fourth week, students who have failed to register will be withdrawn from the College. Exceptions to this policy are rarely approved by the Administrative Board.

6. Informal Audit

- a. A student is permitted to *informally* audit a course provided she has the permission of the instructor concerned. No record of the student's work is kept by the instructor, and the student is not permitted to take the final examination. No record of the informal audit will appear on her transcript.
- b. After the four-week period allowed for late entry into a class, an informal auditor may not request a change of status to that of a regularly enrolled student, nor may she receive credit for the course.

7. Formal Audit

- a. Any formally enrolled full-time undergraduate student who is not a first semester freshman may officially audit one of the College's undergraduate level courses per semester, provided that she has the instructor's permission and agrees to abide by the instructor's conditions for the formal audit. Each instructor defines the conditions for a formal audit in whatever way best suits his/her course and teaching style. This includes the right to deny any formal (or informal) auditing. No fee is charged for a formal audit.
- b. Permission for a student to enter a class as a formal auditor will be considered during the first four weeks of each semester. The instructor may grant permission by having the student submit to the Registrar's Office a form signed by the instructor and the student stating the terms for auditing that have been agreed upon.
- c. During the first four weeks of a semester, a student may change from formal audit to credit status only with her instructor's permission. The usual procedure for adding a course must be followed. After the fourth week, no change from formal audit to credit is permitted.
- d. A student enrolled in a course for credit may change her status to that of a formal auditor with the instructor's permission after officially withdrawing from the course.
- e. The instructor's class list will identify those students who are formal auditors. The term "Audit" (AU) will be entered on the student's transcript only after she has satisfactorily completed the auditing obligations established by the instructor.
- f. The instructor may remove a student from the class list for failure to meet the established formal audit conditions.
- g. The student who wishes to withdraw from the formal audit agreement may do so at any time. Her name will then be dropped from the class list.
- h. A course taken as a formal audit may not be used to fulfill any all-College requirement.

8. Marks and Evaluations

- a. Grading Option (letter grades or pass-fail):
The letter grade system is based upon 12 categories: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. In addition, a regularly enrolled student may take at most one 4-credit course Pass-Fail in any given semester.

A student may designate her grading option by filling out a form in the Registrar's Office. This may be done at any time up to (but not after) the end of the 4th week of classes (see p. 6).

The following courses taken to satisfy a Simmons competency requirement may not be taken Pass-Fail: MCC 101,102, or 103 Culture Matters; Mathematics 101 or 102; Language courses numbered 101, 102, 201, or other approved equivalent courses used to fulfill the Language Requirement.

The official offices of the College may not, at any time, request an instructor to interpret a “P” as a letter grade for the purpose of releasing that grade to an external agency. Petitions for a change in grading option are rarely approved by the Administrative Board unless it can be demonstrated that an administrative clerical error has been made.

- b. Colleges of the Fenway Courses and Inter-institutional Courses
Credit for a course taken at one of the participating Colleges of the Fenway, or at an inter-institutional affiliate, will be considered Simmons College credit and will have the same effect on a student’s grade point average as a Simmons course.

9. Course Repeat Policy

A student may repeat at most two Simmons courses for credit. If a course is repeated for credit, both versions of the course will appear on the student’s transcript and be included in the student’s grade point average. A student must earn at least 128 credits for graduation not counting courses repeated for credit.

B. *Withdrawal*

1. Withdrawal from a Course

A student may drop one or more courses after registration and until Friday of the eighth week of classes by completing an add-drop form available in the Registrar’s Office and having the form signed by her adviser. If a student drops a course after the fourth week of classes, the form must also be signed by the instructor. A withdrawal occurring after the end of the 4th week of classes will be denoted by a W on the student’s transcript.

Any student wishing to withdraw from a course after the eighth week of classes must petition the Administrative Board. Only petitions that contain medical verification or those that outline extreme hardship or unusual circumstances beyond the student’s control are likely to be approved.

2. Required Withdrawal from a Course

A Required Withdrawal, designated RW on the transcript, is initiated by the instructor and approved by the department chairperson and the Dean of the College. It is used in cases of excessive absence from class or neglect of course work, or other situations in which the instructor believes the student will not profit from further attendance. Required Withdrawal may also be initiated when the student’s conduct in the class significantly degrades the educational experience for the class as a whole, or endangers others. An RW will be treated as an F in the computation of the grade point average.

3. Voluntary Withdrawal from the College

If a student withdraws from all of her courses, or fails to register for any courses by the end of the 4th week of classes, she is considered to have withdrawn from the College (unless she has applied for a leave of absence). A student who wishes to withdraw from the College should notify the Registrar in writing in advance. She should also have an exit interview with administrative staff in the Office for Student Life.

C. *Leave of Absence*

1. Policy

A degree candidate may apply for a leave of absence at any time after she enrolls at the College. The leave of absence may last for up to two calendar years.

The transcript of a student who begins her leave after the fourth week of classes will show a W for each of her courses. The statement "Leave of Absence" and the effective date will be recorded on the transcript.

A student who is not a degree candidate is ineligible to apply for a leave of absence.

2. Application for a Leave of Absence

The following information must be submitted to the Registrar on the leave of absence application:

- reasons for the leave
- duration of the leave and plans during the leave (if known)
- permanent address

The application must also contain the signature of the student's faculty adviser. Students are urged to discuss their plans for a leave of absence with the Dean for Student Life staff.

3. Effect on Academic Standing

If a registered student applies for a leave after the eighth week of a semester her academic progress will be reviewed by the Administrative Board. If the Board determines that the student was progressing unsatisfactorily in her coursework at the time her leave began, the Board may impose an appropriate academic sanction (letter of warning, probation, removal from degree candidacy, or exclusion from the College).

4. Courses Taken Elsewhere While on Leave

If during a leave of absence a student wishes to take courses at another institution and transfer the credit to Simmons, she should obtain prior approval from the Registrar.

5. Readmission After a Leave

a. If the student left in Good Standing:

A student on leave who was progressing satisfactorily at the start of her leave can return to Simmons at the beginning of any term up to two calendar years from the start of her leave without going through any readmission procedure. Re-entry into the College will be accomplished by registering for courses through the Registrar's Office. The student shall notify the Registrar's Office at least a month prior to the first day of classes that she intends to return for that term.

- b. **Cases of Unsatisfactory Progress:** It will be necessary for the student to apply for readmission to the College in the following cases.

If the student is removed from degree candidacy after the beginning of her leave, and then excluded from the College, she must apply for readmission and her application must be approved by the Administrative Board.

If the student is excluded from the College while on leave of absence, her leave of absence is canceled and she must wait the usual one semester before she applies for readmission and her application must be approved by the Administrative Board.

- c. **Failure to Register:** If the student on Leave of Absence does not register for courses in more than four consecutive semesters, she will have to apply for readmission. There will be no extensions of the Leave of Absence beyond two years.

D. Readmission after Exclusion or Withdrawal from the College

1. A student in good standing who withdraws from the College may apply for readmission to the College by completing the Request for Readmission form available in the Registrar's Office. If the request is approved, she may return to the College in good academic standing.
2. A student on probation who withdraws from the College may apply for readmission to the College by completing the Request for Readmission form available in the Registrar's Office. If the request is approved, she may return to the College for one semester on probation with a review of her status at the end of that semester.
3. A student Removed from Degree Candidacy or Excluded from the College who wishes to return to the College must petition the Administrative Board for approval (see page 17 for further information).
4. A degree candidate requesting readmission, whose original admission was as a traditional undergraduate and whose education has been interrupted for a period of time, may request to be classified as a Dix Scholar. Such a student must be at least 23 years of age and have at least 48 semester hours of Simmons work left to complete for her degree.

III. CREDIT ALLOWANCES

A. *Transfer Credit for Courses Taken While a Simmons Degree Candidate*

1. Courses taken elsewhere during the regular academic year.

A student regularly enrolled at Simmons may obtain credit for a course taken at another college during the regular academic year if a petition naming a specific course and institution and stating credit allowance is approved in advance by the adviser and the Administrative Board. The Administrative Board normally approves such petitions if the following criteria are met:

- a. The request is for one course as part of a 4 or 5 course program.
- b. The course is unavailable at Simmons.
- c. The course is an important part of the student's program.
- d. The petition is submitted before the course is taken.
- e. The student is progressing satisfactorily toward the degree.

Whenever the course is being used to satisfy an all-College degree requirement, approval of the Registrar is also required. If the course is being used to satisfy a departmental requirement (major or minor), approval of the appropriate department chairperson is required.

Credit is not transferred for any course with a grade of less than C-.

If a student enrolls in an internship program of at least eight (8) semester hours outside the local area, she may wish to take courses at another institution which is within commuting distance of the internship but not within commuting distance of Simmons. She may do so subject to the above restrictions except that criteria (b) and (c) may be relaxed by the Board.

Courses taken at institutions belonging to the Colleges of the Fenway or at other inter-institutional affiliates will receive Simmons Credit and not be subject to provisions (a) through (e).

2. Summer Courses

Before enrolling in summer courses at institutions other than Simmons, students are required to complete the Petition for Transfer Credit form available in the Registrar's Office. Upon approval of this petition, summer school credit is given as follows:

- a. No credit is given for work done in a summer session lasting less than three weeks.
- b. Credit is never granted for more than the face-value credit assigned by the host institution.
- c. For a summer session of 5 weeks or less, face-value credit not exceeding one semester hour per week of the session will be granted. For example: A student

who enrolls in two 3-credit courses in one 5-week summer session will receive a maximum of 5 transfer credits.

- d. In a summer session of six to eight consecutive calendar weeks, face-value credit not exceeding eight semester hours will be granted, whether the courses are taken at Simmons or at another accredited college.
- e. A maximum of 16 semester hours of credit may be earned in one summer, regardless of where the credit is earned.
- f. Not more than 16 semester hours of summer school credit from other institutions may be credited toward the Simmons degree. This includes credit completed at other institutions before matriculation at Simmons.
- g. The lowest grade accepted for transfer credit is C-.
- h. Quarter-hour credits transfer as two-thirds of a semester hour.
- i. A summer course used to satisfy an all-College degree requirement must be approved by the Registrar. If the course satisfies a departmental major or minor requirement, it must be approved by the appropriate department Chairperson.

3. Intersession Courses

Credit may be transferred for January intersession courses provided:

- a. Approval of the adviser and the Administrative Board are obtained in advance.
- b. The period of attendance does not overlap with a Simmons semester.
- c. The course is at least three weeks in length.

Credit for intersession courses is included in the 16-hour summer school maximum and will be transferred on the same basis as summer credit.

4. Language Requirement and Transfer Credit

- a. For departmental advising purposes, students who begin language study at another institution must be tested before continuing their language study at Simmons, regardless of grades received elsewhere or the number of credits transferred to Simmons. If a placement in language is not used within one year, it is no longer valid, and the student should be tested again and/or have the placement reaffirmed by the Department of Modern Languages.
- b. Simmons students planning to fulfill any part of the Language Requirement at another accredited college must obtain prior approval for all transfer and summer school courses from the Department of Modern Languages and the Registrar.
- c. Students who have completed their language study (whether in the academic year or in summer school) through the intermediate level with a grade of C- or better at another accredited institution must submit their official transcript from the host institution as proof of fulfillment of the Simmons Language Requirement.
- d. Courses in sign language or computer language do not fulfill the Language Requirement.

5. Courses Taken While on Leave of Absence

Credit for a course taken while the student is on leave of absence may be transferred to Simmons with prior written approval of the Registrar for the Administrative Board. (See LOA policy, p. 9.)

6. Foreign Study

Students may, with prior approval, be granted credit for the satisfactory completion of a prescribed program in a duly recognized foreign study program provided each individual program is recommended by the Department concerned and approved by the Foreign Study Adviser and by the Registrar for the Administrative Board.

7. Domestic Exchange

Credit will be transferred at the rate of 32 semester hours per year for a normal load at one of the participating colleges. A student wishing to take more than the normal load on Domestic Exchange may transfer more than this amount with the prior approval of the Administrative Board.

B. *Transfer of Credit Earned Prior to Matriculation at Simmons*

1. Advanced Placement

Academic credit and advanced placement may be granted to a student who has completed college level courses in secondary school and has given evidence of this work by means of the Advanced Placement Exam of the College Entrance Examination Board. Upon receipt of the official score from E.T.S., achievement on Advanced Placement Tests will be recognized as follows:

- a. Eight credits for a score of 5.
- b. Four credits for a score of 4.
- c. Possible credit for a score of 3 upon the recommendation of the appropriate department after a review of the student's Advanced Placement Examination.
- d. No credit for a score of 1 or 2.

To earn Simmons credit on the basis of the Advanced Placement Examination, the examination must have been taken before the student matriculates at Simmons. Transfer students must have taken the exam before matriculation at the college they first attended. In addition, the student must apply for Advanced Placement credit no later than the end of her first semester at Simmons. Advanced Placement credit may not be used to fulfill the Modes of Inquiry or Multidisciplinary Core Course Requirements.

2. Credit for College Courses Completed While a Secondary Student and Prior to Matriculation at Simmons.

Appropriate credit subject to the usual limitations may be granted for college courses completed successfully (with a grade of C- or better) at accredited colleges. Recommendation as to the granting of credit shall be made by the Registrar. Ordinarily, such credit will be granted only if the course did not count as part of the student's high school diploma requirements.

3. Transfer Student - Credit for Previous Work

A maximum of 80 semester hours of credit may be granted by transfer at the time the student is admitted to the College. The actual amount of credit is determined by the Registrar. Not more than 32 semester hours of credit may be granted for extension courses. In general, 32 semester hours will be transferred for one full year of work at another institution. Credit will not be granted for the following:

- a. A course completed with a grade of less than C-.
- b. Courses in subjects such as Physical Education, Religion (sectarian), and Orientation, which are not offered for credit at Simmons.
- c. Correspondence courses.
- d. Summer school credit from other institutions in excess of 16 semester-hours, since the 16-hour summer maximum includes courses taken prior to matriculation at Simmons.

Credit for summer or extension courses completed elsewhere will be granted at face value except in cases (a), (b), and (c) above (see also restrictions on summer credit on p. 11). Credit for other courses such as applied music (maximum of 8 hours transferable for applied music) will be evaluated individually by the Registrar.

C. Credit for One Semester of a Year Course

Credit for one semester of a year course is granted only on recommendation of the department in which the course is offered.

D. Course Taken Elsewhere Used to Fulfill The Modes of Inquiry Requirement

A course taken elsewhere may be used to fulfill the Modes of Inquiry Requirement if:

1. credit for the course has been transferred to Simmons (or the course was taken under the inter-institutional program, domestic exchange program, or at one of the Colleges of the Fenway), and
2. the course has been judged by the Registrar to be comparable to a Simmons course which satisfies the same requirement. The Registrar will consult the appropriate department, if necessary, and the request form will bear the department chairperson's signature.

IV. ACADEMIC STANDING AND EVALUATION

A. Academic Warning System

Faculty are encouraged to plan their instructional programs so that students may receive feedback on their academic progress prior to the last day to withdraw from a course which is the Friday of the eighth week of classes. A student who is experiencing academic difficulty may receive notices of unsatisfactory work at any time during the semester. The student's adviser will also be notified. The academic warning system is administered by the Academic Support Center.

B. Grade Reports

1. Class Grade Sheet

The official class list will indicate which grading option each student has chosen. On the final grade sheet, a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S*, or U*) must be reported for each student choosing the option of letter grades and a P, F, S, or U must be reported for each student electing the Pass-Fail option. The mark AU will appear if a student has been formally auditing a course. The only exceptions to this policy are in the cases where a W or an RW already appears on the grade sheet, or in case the instructor wishes to petition for an Incomplete (see p. 17). Any student who is not assigned a grade by the instructor will be assigned an F by the Registrar unless she has withdrawn from the course or it is determined by the Registrar that the student's name appeared on the grade sheet because of administrative error.

2. Report to Students

A student's grade report becomes a permanent part of her transcript. This report contains the appropriate letter grade for each course taken on a graded basis, a P or F for each course taken on a pass-fail basis, an AU for a course which was formally audited, a W for a withdrawal from a course or an RW for a required withdrawal. The report also contains a student's Grade Point Average based on the following valuations:

A = 4.00, A- = 3.67
B+ = 3.33, B = 3.00, B- = 2.67
C+ = 2.33, C = 2.00, C- = 1.67
D+ = 1.33, D = 1.00, D- = .67

If a student using the Pass-Fail option receives a P in a course, she will receive credit for the course but the P will not be included in her Grade Point Average. If she receives an F in a Pass-Fail course she will receive no credit for the course and the F will be included in her GPA as a 0.00.

A student must obtain a GPA of at least 2.00 to be eligible for the baccalaureate degree.

- * S = Satisfactory and U = Unsatisfactory are sometimes used to denote completion of the first semester of a year-long course. They have the same effect on the grade point average as a P but do not denote the awarding of credit.

3. Report to Adviser

The adviser will receive a copy of the student's transcript within the first month of the succeeding semester.

4. Reports to Parents or Guardians

No grades are reported by the College to a student's parent(s) or guardian(s) without the student's permission.

C. Academic Review

1. Students considered for Exclusion

Any student who receives two or more F's in any given semester or whose GPA is less than 2.00 will be considered for exclusion from the College. (For these procedures an "RW" is considered a failing evaluation.) Consideration for exclusion shall be interpreted as presuming that the student is to be excluded unless in the best judgment of the Administrative Board an alternative course of action is appropriate.

2. Disposition of Students Experiencing Academic Difficulty

When the Administrative Board reviews the record of a student progressing unsatisfactorily, it may take any of the following courses of action:

- a. Exclusion from the College - An excluded student must withdraw from the College for an entire semester. After that time she may apply to the Administrative Board for readmission. A freshman will not be excluded at the end of her first semester.
- b. Removal from Degree Candidacy Immediately and Exclusion from the College at the End of the Semester. If the sanction is imposed by the Administrative Board in the period between semesters or during the summer, exclusion occurs at the end of the following semester. After completing the semester during which she was not a degree candidate, the student may apply for readmission to the College. When degree candidacy is restored, courses successfully completed during that semester will be applied toward the degree.
- c. Probation - The student may remain in degree candidacy (but not in good standing) for one semester, with review and further action by the Administrative Board at the end of that semester.
- d. Letter of Warning - The student remains a degree candidate in good standing, and her record may be reviewed by the Administrative Board at the end of the semester.
- e. No Action.

3. Administrative Board Review Procedures

In considering the records of students who are not in good standing, the Administrative Board may solicit written information concerning each student from her instructors and her adviser. The student may be offered the opportunity to make a statement in writing for consideration by the Administrative Board and to present information from other sources within the College (i.e. student services personnel, health center, etc.). A student may request permission to appear in person before the Administrative Board at the time her record is being reviewed.

4. Authority of the Administrative Board to Exclude Students

The Administrative Board is empowered by the Faculty to exclude a student who is experiencing academic difficulty without a vote of the Faculty (5/5/76). At the end of each semester, a list of students whose records are to be reviewed by the Board will be available to members of the Faculty in the Registrar's Office, so that additional relevant information can be provided to the Board. If new and relevant information does become available after the Board has reached a decision, that decision may be reconsidered by the Board.

5. Readmission of Excluded Students

Any application for readmission from a student who was excluded from the College shall be referred to the Administrative Board which, upon recommendation of the appropriate department, will review the case and take action.

A student excluded from the College shall be considered for readmission only when she is able to submit substantial evidence of her ability to continue successfully her program at Simmons College. A student excluded immediately from the College (and not first from degree candidacy) will not be considered for readmission until after the end of the semester following her exclusion -- following a period of successful work experience or study. A student first removed from degree candidacy and then excluded from the College must apply to the Administrative Board for readmission. To be considered for readmission, such a student need not spend an extra semester away from the College, but she must have earned satisfactory evaluations during the semester she was registered as a non-degree student.

D. Incompletes

1. All work in a course ordinarily must be completed by the last day of final examinations. If an extension of time is needed beyond the day grades are due, an "I" is reported by the instructor on the grade sheet to the Registrar. It is the joint responsibility of the student and instructor to submit a petition to the Administrative Board for approval of the Incomplete. This signed petition normally accompanies the grade sheet and should contain the following information:
 - a. Reason for failure to complete work on time (illness verified by a physician or the Simmons College Health Center or extreme hardship or unusual circumstances beyond the student's control).

- b. A listing of work that remains to be accomplished.
 - c. A suggested date by which the instructor will report a grade to the Registrar (normally the Administrative Board limits incompletes to the second week of the following semester).
2. If the incomplete is not approved, the instructor will be asked to submit a grade based on the student's work completed by the day grades were due. Students and faculty should be aware that the Administrative Board approves extensions of time only for very extenuating circumstances.
 3. An incomplete not accompanied by a petition to the Administrative Board will be converted to an F by the Registrar immediately after the day grades are due.

V. *DEGREE REQUIREMENTS*

A. *Recommendation of the Degree*

Undergraduate students are nominated for the degree by their major departments or programs and are presented by the Registrar to the Administrative Board, which recommends the candidates to the Faculty. The Simmons College Board of Trustees awards the appropriate degree upon the recommendation of the Faculty.

B. *All-College Requirements*

The requirements for Simmons degrees are outlined in the College Catalogue, Student Handbook, and the Adviser's Handbook. A student is expected to fulfill the all-College requirements as outlined in the Catalogue for the year in which she first matriculated at the College. Departmental program requirements may be modified during her enrollment, but it is the expectation of the Faculty that if additional requirements have been added to the major, the student pursuing a normal course of study should be able to complete her program within the normal period of time.

C. *Exemption from the Language Requirement*

Certain students who demonstrate a language learning disability may, at the discretion of the Administrative Board, be granted exemption from the Language Requirement. In order to be considered for exemption, a student must first make her case to the Academic Support Center. The Center makes its recommendation to the Administrative Board. This recommendation must contain the following information:

- a. A detailed report of the student's performance in all language courses completed or attempted at Simmons.
- b. Any available information about previous difficulties the student may have had in learning a language or related subject. If the student attempted or completed a language course at another college, information should be obtained describing the student's performance in that course.

- c. Written evidence of a language learning disability certified by a specialist recognized by the Administrative Board.

Often the student is initially recommended for exemption by her instructor in a language course. A student need not fail a language course in order to be exempted. If, however, a student does fail a language course and is subsequently exempted from the language requirement, she should not expect a change of grade or a retroactive withdrawal from the course.

Occasionally a student will matriculate at Simmons with a documented language learning disability. Such a student need not attempt language course and should present her case for exemption directly to the Academic Support Center. The Director of the Center will then make her recommendation for the student's exemption to the Administrative Board.

Any student exempted from the Language Requirement must successfully complete three courses in an area of study related to global issues and perspectives, cross-cultural understanding, and interdisciplinary knowledge. A list of permissible courses is maintained by the Academic Support Center. These courses may be used to fulfill other requirements and may be taken Pass-Fail.

D. Participation in the Commencement Ceremony, August and October graduates

Students who are within 8 semester hours of completing their baccalaureate degrees may participate in the May commencement ceremony. The following rules apply.

1. Students must be within 8 semester hours of degree completion and be able to demonstrate that the degree can be completed during the summer months.
2. Students who wish to participate in Commencement must complete the required paperwork available in the Registrar's Office.
3. A Student who completes her work in the summer at another institution must complete a Transfer of Credit Petition, obtain the necessary signatures, and make certain that the official transcript reaches the Simmons College Registrar no later than September 1.
4. Degrees completed in the summer will be awarded in August or October.
5. Students who do not complete their work over the summer months and who plan to complete the credits elsewhere must apply for a Leave of Absence from Simmons no later than September 15.

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